

MINUTES

College of Education, Health, and Human Sciences Administrative Council Meeting Friday, April 7, 2017

Council Members: Randy Atkins, David Bassett, Sherry Bell, Susan Benner, Bob Cargile, Jeff Cochran, Paul Erwin, Jeff Fairbrother, Ann Fairhurst, Jud Laughter, Gayle Mathews, Norma Mertz, Mary Jane Moran, Julie Morris, James Remington, Bob Rider, Jamia Stokes, Jay Whelan

Present:

Randy Atkins, David Bassett, Sherry Bell, Susan Benner, Bob Cargile, Jeff Cochran, Jeff Fairbrother, Ann Fairhurst, Jud Laughter, Norma Mertz, Mary Jane Moran, Julie Morris, James Remington, Bob Rider, Jay Whelan, J. Chen

Welcome

Dean Rider welcomed the council and opened the meeting. This is the last meeting for this academic year

Approval of Minutes

Dean Rider asked for a motion to approve the minutes from the last meeting. Dr. Norma Mertz moved to approve the minutes, Bob Cargile seconded, and all were in favor. The council approved the minutes.

Announcements and Dean's Report – Bob Rider

Good news—the David T. Bailey Graduate School of Education is in place. Marketing ideas to come.

Dr. Fairbrother attended the last Council of Deans meeting. Meeting highlights:

- Chancellor Davenport gave insight into her primary goals. She plans to meet with each college—preferably in a real setting. May have her come to Jessie Harris Building and participate in activities in the kitchen and labs. Her immediate areas of focus are STEM, disadvantaged youth, increasing tenure track faculty, increasing diversity, expanding online/distance learning presence, revising tuition model for out-of-state students, invest in services for on-time graduation. The expectation of colleges is to entrepreneurial.
- Tybee Small gave a presentation about diversity and inclusion. The Provost asked each college to identify a diversity champion. Dr. Benner is the champion for CEHHS.

The APPM meeting was March 31. CEHHS has seen a significant increase in undergraduate enrollment and a decrease in graduate enrollment—at a time when the university is focusing on graduate enrollment. Dr. Fairbrother produced a graph that showed the increase in undergraduate enrollment offsets the graduate enrollment. Doctorate level of graduate enrollment has stayed stable for last 5 years. KRSS is responsible for most of the increase in undergraduate enrollment without a significant increase in faculty. The upper administration seems to be open to new ideas with a risk/reward attitude. Colleges are accountable for reallocation of resources—the campus should be accountable, too.

Academic Council—Taylor Eighmy and Chris Cimino presented about recapturing research expenditure dollars. The current plan is to roll out an annual process to count all of the hours faculty spend writing proposals, performing research scholarship and creative activity, etc.—not previously accounted for. Emphasis is on TRE—total research expenditures.

Associate Deans' Reports

Susan Benner

James submitted the tech report and requests for the tech fee. Results should be received by June.

Dr. Benner and Dean Rider have discussed the idea of a college council for diversity. No decisions yet, Dr. Benner is open to feedback. There will also have to be metrics for accountability.

The Bailey Graduate School of Education open house is April 11. The theme is student/faculty collaborative research. Each department will provide a sampling of posters and reports presented at conferences.

The Graduate School sent out a call for recruiting proposals. Bailey GSE received \$3,000 for a recruiting trip to historically black colleges and universities in the Atlanta area. The trip is planned for the second week in May. The focus will be education, but other program areas may provide information to share.

The Travel Allocations report is available on the SharePoint site.

Three proposals for student/faculty professional development awards were received—two from TPTE and one from ELPS.

Geri Landry and Dr. Benner are meeting with Reverend John Butler to request that he be a keynote speaker at the Tribute to Educators. He is the president of the NAACP.

Jeff Fairbrother

The Academic and Faculty Affairs Report is on the SharePoint site.

Departments are finalizing the few remaining NTTF evaluations.

There is no change in the plan to roll out Elements as the source of record for annual reviews in the fall. Remind faculty to populate their profiles. Dean Rider recommends that departments not change their process this year and use Elements as a backup system until the information coming from Elements is reliable. Elements is not taking the place of dossiers for promotion and tenure. In the future, when the database is complete, reports from Elements will make dossiers easier to complete.

New faculty orientation is August 7 and 8. More information is available on the Provost's website.

There is a new faculty central portal, facultycentral.utk.edu. It is a collection of links to common information needed by faculty.

Thank you for the help through the attendance tracking process. Faculty must account for everyone who ever enrolled in their course. It is a painfully awkward system, but it is how it is right now. UT was penalized millions of dollars for non-compliance in this area, so it is very important to have 100% compliance.

SIF requests are due to Dr. Hinde on April 10.

As part of graduate and professional student week, Dr. Fairbrother is emceeding the 3MT finals. CEHHS has one student presenting, Vincent Price.

Graduate Council—academic policy and curriculum committee updates are outlined in the report on SharePoint.

Reminder, students are under no obligation to accept offers of financial support for graduate admissions before April 15.

Tennessee Fellowships for Graduate Excellence are awarded. The college will not send letters—the departments need to send them.

Undergraduate updates are outlined in the report on SharePoint.

Budget Report – Gayle Mathews

Due to a scheduling conflict, Gayle could not attend. Dean Rider provided an update.

Gayle will contact departments the week of April 17, for their operating budgets.

The search committee to fill Gayle's position convened, Dr. Mertz chairing. The committee wrote and posted the position.

Advising & Student Services Report – Jamia Stokes

Due to a scheduling conflict, Jamia could not attend. Dean Rider provided an update.

Commencement is May 12, 550 applied to graduate and meet requirements. Dr. Sarah Hillyer is the speaker this year.

EUReCA—16 CEHHS students are participating on April 17, mentored by faculty in three departments, Nutrition, KRSS, and CFS. There are seven judges from CEHHS; Dr. Sarah Colby, Dr. Loren Moret, Dr. Dallas Donohoe, Dr. Jeffrey Graham, Dr. Ahmed Bettaieb, and doctoral students Jonathan Evans, Earlyn Lauer.

Recruiting for the Dean's Undergraduate Advisory Board and Graduate Student Advisory Board is underway for 2017-18. Please send nominations to Jada Russell.

Research/External Funding Report – Bob Cargile

Award numbers have not changed much since March—still hovering at \$6 million for the year. Proposals are up. There are awards received in OSP that are not on the report yet.

New building access request system is online now. Department heads have to approve requests for building access (keys and swipe cards). Emails come to the inbox of department heads with a link to the system. The request then goes to the building representative (Bob for JHB, BEC, and Claxton). He will not approve a request until the department head has approved. Departments may consider having administrative assistants enter requests for students.

The search committee to fill Bob's position convened, Dr. Hollie Raynor chairing.

Marketing & Communications Report– Julie Morris

Work on Accolades will begin in the summer. One piece of research from each department is needed—focus on local or global impact. Good stories are coming in from the memory wall for Dr. Joy DeSensi—there will be a feature on her.

Share commencement stories—either undergraduate or graduate. Students who have excelled in or out of the classroom, overcome obstacles, etc.

The ambassador program has eight students; one is a FUTURE student. It will roll out in the fall and provide a day-in-the-life student perspective.

Campaign idea—"I am how . . ." Tell the story of how students, faculty, and staff enhance life and impact the world. This would be a good print product as well.

Development Report – Randy Atkins

Handout—Dean's Board of Advisors agenda

The Educators Hall of Honor and campaign kick-off is April 20. The campus campaign launch will take place in the fall.

Recipients of the BOA awards are Dr. Ahmed Bettaieb, faculty support, and Dr. Laurie Meschke, outreach and engagement. There is now a good cross-college representation of recipients of these awards.

College Senate Report– Jud Laughter

This is Dr. Laughter's last meeting with the Council. Dr. Elizabeth Johnson is the president elect for the College Senate.

The awards committee selected recipients:

- Dallas Donohoe - Mary Helen Byers Award
- Sejin Ha, Michelle Childs, Ann Fairhurst, Youn-Kyung Kim - Frances Speight Clark Award
- Hillary Fouts - Irma Fitch Giffels
- Lauren Moret - John H. Tunstall Outstanding Faculty Award
- Synthia Clark - John H. Tunstall Outstanding Staff Award
- Robert Williams - Helen B. Watson Outstanding Faculty Research Award
- Dareen Basma, Robert Kronick - Helen B. Watson Outstanding Student-Faculty Doctoral Dissertation
- April Phillips - College Senate Departmental Staff Award
- Brian Barber - College Senate Faculty Mentoring Award

Voting is live for the Undergraduate and Graduate Councils. It closes April 12.

The Senate is proposing amendments of the bylaws. An electronic forum will take place for two weeks. A two-thirds affirmative vote of tenured and tenure-track faculty is required to approve the amendments.

Departmental Reports

Child and Family Studies (Dr. Mary Jane Moran)

- Early Learning Institute, first weekend of June, Claire Warden is keynote speaker.

Retail, Hospitality, and Tourism Management (Dr. Ann Fairhurst)

- The 15th annual Appalachian Spring, held 2 weeks ago, over \$50,000 raised for student scholarships and outside classroom student experiences.

Educational Leadership and Policy Studies (Dr. Norma Mertz)

- No report

Public Health (Dr. J Chen reporting for Dr. Paul Erwin)

- Continuing to revise MPH curriculum to meet new accreditation standards.
- Continuing the strategic planning process for the department—tying it into the college plan.
- Providing the Public Health Academy, one-week workforce development program for upper-level health department staff across east Tennessee health departments. Have provided this program since 2011.

Kinesiology, Recreation, and Sports Studies (Dr. David Bassett)

- Two guest speakers this week, Dr. Don Morgan from Middle Tennessee State University and Dr. Kevin Sprouse from Podium Sports Medicine.
- Camp Koinonia underway this week.
- Working on a grant to expand the partnership with KSPO
- A scholarship fund is being set up to collect donations in honor of Dr. DeSensi

Educational Psychology and Counseling (Dr. Jeff Cochran)

- April Phillips is retiring at the end of June. Her job will be posted soon.
- Working on proposal for new Educational Psychology PhD concentration
- Working on proposal for new Instructional Technology PhD concentration
- Considering an EdS program in School Psychology to address shortage across the state
- Reviewing courses and resources in light of Responsibility Based Management
- FUTURE Colloquium, May 1
- Full Service Community Schools is holding an Ultimate Frisbee competition, for kids who otherwise may not be exposed to a competitive sport activity

Nutrition (Dr. Jay Whelan)

- Issues with Jessie Harris Building are numerous and ongoing. Currently trying to replace the water filtration system, which has different pipe size from the building and the plumbers cannot figure out how to install. Faculty are hand-carrying water from Walters Life Science building.
- Dr. Whelan spoke to Louise Nuttle regarding the need for emergency access to SARIF funds for infrastructure requests. Some needs cannot be anticipated to meet the SARIF once-a-year timeline.

Theory and Practice in Teacher Education (Dr. Sherry Bell)

- Working out cross-department curriculum issues with EPC
- Working on Teacher Education PhD concentration making it more cohesive, cutting down on small classes and creating cohorts.
- Rewrote mission statement
- Working on rubric changes for reaccreditation
- 1 new faculty member for STEM Education and 1 new faculty member for Urban Multicultural Education start in the fall
- Searching for a new clinical faculty member to replace Brenda Stephenson
- Hiring Nils Jaekel as a clinical faculty member after reallocating within the department

Adjourn

Dean Rider thanked the council and the meeting was adjourned.

Next Administrative Council Meeting
RETREAT
Wednesday, August 16, 2017
8:00 a.m. – 12:00 p.m.
Four Points Sheraton/Knoxville Cumberland House
Parkview A Ballroom