

College of Education, Health, and Human Sciences
Administrative Council Meeting
Friday, April 8, 2016
MINUTES

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

Present:

Randy Atkins, Sherry Bell, Jim Bemiller, Susan Benner, Ralph Brockett, Bob Cargile, Jeff Fairbrother, Ann Fairhurst, Mary Jane Moran, Julie Morris, James Remington, Bob Rider, Jamia Stokes, Jay Whelan, Patrick Biddix, Jiangang Chen, Mary Lucal

Welcome

Dean Rider welcomed the council and opened the meeting. He also welcomed Dr. Patrick Biddix attending for Dr. Norma Mertz and Dr. Jiangang Chen attending for Dr. Paul Erwin.

Approval of Minutes

Dean Rider asked for a motion to approve the minutes from the last meeting. Dr. Jay Whelan moved to approve the minutes, Dr. Sherry Bell seconded, and all were in favor. The minutes were approved.

Announcements

Dean Rider announced the transition of Dr. Jeff Fairbrother to interim associate dean for academic and faculty affairs. He will begin in this position on May 1, taking the place of Dr. Dixie Thompson. Dr. David Bassett will transition to interim department head for KRSS on May 1, taking the place of Dr. Fairbrother.

An email was sent to the faculty about three vacancies on the Faculty Senate. Please send nominations to Jeanie Lim at hlim@utk.edu.

Human Resources Update – Mary Lucal

Dr. Mary Lucal, associate vice chancellor for human resources, attended to give an update. Dr. Lucal has been in her current position less than a year, but she is no stranger CEHHS and UT. She received her PhD in higher education administration with Dr. Mertz as her committee chair, and she has been working in HR with UT for many years.

A handout of the HR organizational chart was distributed. HR has been reorganized and some people have moved around. Overall, the group is better organized to provide good support to the Knoxville campus.

HR is in the process of completing their strategic plan. Dr. Lucal spent last year meeting with people and identifying areas of improvement. The new plan will help the group focus their efforts.

The HR offices have moved from the Conference Center Building downtown to the Student Services Building on campus. They are hosting an open house on Tuesday, April 12, 2:00-4:00.

Employee and Organizational Development (EOD), reporting to Ron Tredway, have made some changes to increase opportunities for professional development. They are offering new conference formats and several new certificates. There will also be an increase of online and hybrid training options.

There is a new manager in recruitment, Alica Shamblin. Training on Taleo, online applicant tracking system, has begun on campus. Users have indicated that the system is not intuitive and more training is needed.

The service award luncheon is schedule for May 6, in the Wolf-Kaplan room in Neyland Stadium. This is the luncheon for people observing 25 years, or more, of service.

The Sick Leave Bank open enrollment is underway until June 30. This is for 12 month faculty and staff.

Julie Hunt, new executive director of compensation, will begin soon. Compensation is a critical area for campus support and the search to fill the position was exhaustive.

Fair Labor Standards Act regulates minimum wage and overtime pay for nonexempt (hourly) workers. There are new guidelines being proposed to raise the minimum salary for exempt employees to \$50,440 from \$23,660. This will impact some exempt workers on campus—will either need to increase their salary over the minimum or reclassify to nonexempt status. If reclassifying, their annual leave accrual will decrease and they may feel a loss of status. Overtime pay for these individuals would have a financial impact on the departments, if they are required to work over 40 hours per week. The ruling could be made by May with 60 days to implement changes. Dr. Lucal will work with the colleges and departments to help them implement the changes as needed.

Dean's Report – Bob Rider

Dr. Dixie Thompson was introduced as the new vice provost and dean of the Graduate School at the recent Academic Council meeting.

The updated Vol Vision is on the presses and will be available soon. Vol Vision will now have diversity and inclusion as a stand-alone priority and engagement has been added to the research priority. Thank you to Dr. Benner for representing CEHHS on the Milestone committee.

Dr. Susan Martin is stepping down as provost on June 30. The search committee has been announced. Not sure if an interim provost will be named or not. More information will follow as it is received.

Thank you to the group for the work on the college's strategic plan. All strategic priorities have been modified and there are suggestions for the mission and vision statements. Please review the edited version on the SharePoint site. Please send recommended changes to Beth who will collect the feedback and make edits as the group decides. The final version should be complete by the end of the academic year. Jules will then consolidate the plan into a version for public consumption. Beginning with the fall semester, the college will be operating under a new strategic plan.

Encourage faculty to attend commencement, Saturday, May 14, at 5:30 (arrive at 5:00). First Lady Crissy Haslam is the speaker. She is a distinguished alumna from our college. Chancellor Cheek and Provost Martin will be attending. Department heads, or their representative, should attend. As always, the students are the super-stars of the program. Thanks go to Jamia and her staff for their work on planning the ceremony. Jules has been working on getting press coverage.

Associate Deans' Reports

Susan Benner

Travel report is available on the SharePoint site. The college has agreed to contribute \$111,677; faculty have received \$102,000, students \$5,700, and clinical faculty \$3,500. There has been informal conversation with department heads about the token amount given to students (\$50 per trip). Is there any motivation to create a college level vetting system in order for fewer students to get more money (for more expensive and prestigious conferences)? Please pass along ideas to Dr. Benner.

Thank you to the tech committee members, James was able to submit the tech request on time. The committee did a good job strategizing for the college. The request was almost \$160,000 this year. Word on the amount the college actually receives should come in May and ordering will follow at the start of the next fiscal year. The timeline will be similar next year so plan now to be ready for next year's request submission.

The college recently sponsored a professional development session on serving people with disabilities. It was led by a team of faculty from Special Education in TPTE and staff from the Office of Disability Services. There is another session coming up, encourage faculty and staff to attend.

Budget Report – Gayle Mathews

No report. Gayle is working on completing FY17 budget.

Student Services Report – Jamia Stokes

A handout of the commencement platform party was distributed. Please let Jamia know if there are any changes. There are 576 students eligible to graduate. The students will be pre-seated before the start of the ceremony. Faculty will assemble in the Ray Mears room to prepare for the processional.

EURECA, Exhibition of Undergraduate Research and Creative Achievement, is next week. There are 16 students who are either in CEHHS or being mentored by a CEHHS faculty member. The top 3 students will get \$200 and can compete on the university level. Stop by the library to look at the posters. KRSS and Nutrition are well represented; TPTE and CFS each have one student.

The advising center is holding walk-in hours this week. This is the week before sophomore registration and drop deadline. Having advisors available is helpful for the students.

Jada Russell, from VolsTeach, has been hired as coordinator of recruitment and retention. Sharon Couch-Fikes has been hired as an academic advisor. Sharon is a graduate student in KRSS and is a former assistant track coach. She has good life experience to advise undergraduate KRSS students.

The teacher licensure scholarship committee and the human ecology scholarship committee will meet on May 2. The committees will be meeting to decide how to make scholarship awards. The committee representatives have been given a spreadsheet of the applicants and the funds available. Decisions on awards will be made that day.

Research/External Funding – Bob Cargile

A handout of award and proposal activity for the first 3 quarters of FY 16 was provided. There are still some outstanding awards that are not posted yet. On track to have \$15 million in awards this year and on average the awards are larger than in the past.

Please do not let the transition to Cayuse be a hindrance to submission of proposals. Send faculty to training sessions that are being provided by ORE. Bob and Kelly are also available to help as faculty members submit their first proposals in the new system. The new system may be better for reporting, but the proposal submission process is not. The whole UT system will be using Cayuse which will make it easier to collaborate with other campuses.

CEHHS has had many Quest Scholars of the week. Please send nominations to Bob now that Dr. Thompson has moved.

Bob or Kelly will be forwarding on external funding opportunities. They will try to target to specific departments as much as possible.

Please let Bob know when new faculty members are coming on board. Some will be entering proposals this summer before they arrive on campus in fall. There are steps that need to be taken to give them access to Cayuse.

Marketing & Communications – Julie Morris

The Chalk Walk is today on the pedestrian walkway near the Student Union. The artwork is being displayed with a description of the group presenting it. Every department has some form of representation. Already people are stopping by to look at it.

Planning for Accolades has started. Please provide input to Jules for faculty highlights, student stories, cover story, etc.

Jules loves to attend department events, but she is not able to attend all of them. Please make sure to plan ahead and arrange for a photographer to take photos at your event. She and Bonnie make sure to grab the photos from the department's social media and/or website to use on CEHHS sites.

The new websites are rolling out. Each department will have a space for news features. The college site will link to the department page. Make sure to keep her in the loop of department news, events, new faculty, etc.

Video interviews with alumni and short features on faculty research are still ideas that Jules is pursuing.

College Senate – Jim Bemiller

The College Senate meeting in March was used to select the recipients of the endowed faculty and staff awards. The College Senate faculty and staff awards that have been unfunded the last several years will be funded this year. Dean Rider and Gayle have worked to find money to fund these two awards. The Senate is also collecting door prizes for the ceremony. Please encourage faculty and staff to attend the ceremony.

The College Senate facilitates the election process for Undergraduate Council representatives. Look for an email regarding that.

Andraya Carter has been selected as the 2016 Arthur Ashe Jr. Female Sports Scholar of the Year. Andraya is a student in KRSS, a Lady Vol, and she volunteers at the Tennessee School for the Deaf.

Development Report – Randy Atkins

Handout of the monthly development report was distributed.

It has been an active year so far for annual giving, proposals delivered, and gifts secured. The Journey to the Top Campaign is at 52% of the \$40,000,000 goal.

Thank you to everyone who attended the subcommittee luncheon during the Board of Advisors meeting. Also thank you to Dr. Bell and her faculty and students who presented to highlight TPTE. It was well done and well received. The focus on PhDs and outreach and service was very interesting to the board. They also enjoyed the Knoxville 7 exhibit at the Knoxville Museum of Art.

The Board of Advisors selected winners of their two awards. Dr. Steve McCallum is the recipient of the faculty support award and Dr. Susan Groenke is the recipient of the outreach and engagement award. Thank you for the nominations.

The Educators Hall of Honor was a good event. Dr. Marianne Woodside from our college was inducted.

Total giving is at \$2.8 million with recent gifts received. It is a good year for our college.

Congratulations to the college, especially Debbie Archdale (who led the campaign), for the success of the Big Orange Family Campaign. The goal was 50-55% participation of faculty and staff, our college was at 50%. Compared to 2014 participation, the college was at 37%. In 2015 we were at 44%. Alumni participation is around 10%. It is a good thing to share with alumni that half of the college's faculty and staff give back to UT.

Departmental Reports

Educational Leadership and Policy Studies (Dr. Patrick Biddix reporting for Dr. Norma Mertz)

- The leadership academy has had several offers for new partnerships with area schools; Anderson County, Blount County, and Sacred Heart.
- Karen Boyd and Terry Ishitani won national awards.
- In partnership with Student Affairs, CSP students are working to contribute on the overall assessment of the university. This semester they are working on 5 projects; 1 being the socialization of graduate students—increasing community and engagement. Requests from other campuses have been received to help replicate this type of student involvement in campus projects.

Educational Psychology and Counseling (Dr. Ralph Brockett)

- 3 searches. Finished interviews for 2, and beginning interviews for 3rd next week.
- Work on the strategic plan is almost complete. The last piece is in process.

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

- Anthony Pellegrino from George Mason has accepted the social science education position.
- Chris Wright is leaving to go to Pennsylvania. It is a big loss for STEM education.
- Presentation with the Board of Advisors went very well. The hard preparation work was worth it to showcase the department.

Nutrition (Dr. Jay Whelan)

- Marcia Spence held her national webinar on healthy weight last week. It was well received with over 1,000 people pre-registered.

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

- 2 searches completed, offers were accepted by the top candidates. One is coming from Thomas Jefferson University in Philadelphia and one is coming from Florida Department of Health.

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

- Advisory board meeting was held April 1, focused on mid-cycle review report. Received great feedback from board members on how to move forward on opportunities.
- Appalachian Spring fund raiser event was held April 2. Estimate is that \$40,000 was raised

Child and Family Studies (Dr. Mary Jane Moran)

- Next week begins first test of recruitment effort for undergraduates. Invitations sent to all guidance counselors at high schools in the region and undecided freshman. The event will be 3 days and include information booths, door prizes, and tours.
- Dieter Wolke, visiting scholar, will give a public presentation on bullying on April 26. There is a reception at 5:30 and the presentation is at 6:00.

Kinesiology, Recreation, and Sports Studies (Dr. Jeff Fairbrother)

- Scott Crouter and David Bassett have received a \$2.3 million NIH grant.
- 2 searches are wrapping up. Offers have been made.
- The APR report has been received. It recognizes the good work being done and is accurate on the challenges the department faces.
- Dr. Bassett will join the Council at the next meeting.

Adjourn

Dean Rider thanked the council and the meeting was adjourned.

Next Administrative Council Meeting
RETREAT
Wednesday, August 10, 2016
8:00 a.m. – 12:00 p.m.
Four Points Sheraton/Knoxville Cumberland House
Sanders Room