

College of Education, Health, and Human Sciences
Administrative Council Meeting
Friday, January 15, 2016
MINUTES

Council Members: Randy Atkins, 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, Dixie Thompson, Jay Whelan

Present:

Randy Atkins, Sherry Bell, Sylvia Trendafilova for Jim Bemiller, Susan Benner, Ralph Brockett, Bob Cargile, Paul Erwin, Jeff Fairbrother, Ann Fairhurst, Norma Mertz, Mary Jane Moran, Julie Morris, James Remington, Bob Rider, Jamia Stokes, Dixie Thompson, Jay Whelan

Welcome

Dean Rider welcomed the council and opened the meeting.

Approval of Minutes

Dean Rider asked for a motion to approve the minutes from the November meeting. Dr. Fairhurst moved to approve the minutes, Dr. Thompson seconded, and all were in favor. The minutes were approved.

Announcements

Dr. Thompson – you will be getting a reminder next week about the Chancellor’s fellowship process; the process was agreed upon last fall.

Dr. Benner – The Dean received this week instructions from OIT on the Faculty Refresh Program, now called CUP, and the turnaround is extremely tight. James reported that there are about 142 that are eligible, equipment older than 2011 will probably be on his list. We have been asked for the first time to prioritize this equipment. James has to have the list back to OIT by February 5th so they can give us feedback by the 26th and he can start making orders. Not everyone can be listed as “priority 1” without written justification.

Jamia – Graduate Student Advisory Board is hosting the Research Colloquium on March 4th. They are going to change the schedule. It will be from 9:00-1:00pm, ending with lunch. They need door prizes from the departments; the student representatives should be contacting you. Door prizes can be research support, gift cards, or sweatshirts, whatever you can spare. Want to invite a few junior faculty members to speak about things that worked well for them as they concluded their graduate programs. We are doing this in place of a keynote speaker.

Strategic Plan *Dean Rider facilitating*

- Dr. Rider commended Jamia and her staff. Looking at Student Services and all the strategic initiatives under students, undergraduate students, we have done so much. Jamia gave a report on our Diversity efforts and we have a much more diverse college than the University. We’ve increased our diversity efforts in terms of underrepresented populations.
- We want to make sure that our new rendition of our strategic plan will be something realistic, something we can actually achieve, one that continues to help us practice fidelity to our mission and one that we look at more often than we have in the past.
- Dr. Rider thanked Julie Morris for her support and is thankful that she is working with us. Dr. Rider and Julie will be working on this brochure, hoping to produce something that will be eye catching, informational, and hopefully get people interested in contributing and investing in the work that we do.
- Jamia will talk to staff council and ask for recommendations
- College Senate – we would like recommendations from our faculty
- We would like input from our Undergraduate and Graduate Student Advisory Boards
- Dr. Rider will be talking with Tony Brown, from the board of advisors, and hear his ideas

WHAT WE VALUE:

- Outreach and service to the community we serve. It was agreed to remove “we serve.”
- Integrity, responsibility, and commitment to social justice. It was agreed to remove “social justice” and change to “social equity.” We value and expect high standards for ethical and professional behavior... It was agreed to remove “and professional.”
- A college culture that is respectful... it was agreed to add “academic” community.
- Dr. Benner was asked to revise this and make these changes.
- Randy Atkins – mentioned the “values letter,” “stewardship of our resources” suggesting adding this information which would come from Bob Cargile and Randy’s office regarding our resources of grants and gifts. Randy was asked to write a statement about donor participation and placement of donations.
- We want our donors to know that if they give us their money and invest in our college, we are really going to take care of it and use it to accomplish our mission.
- Dr. Brockett suggested adding something that addresses our commitment to serving our students. Dr. Thompson suggested modify the 2nd bullet point. “We value our students and because we value our student’s instruction ...” Dr. Brockett and Dr. Thompson were asked to work on this together. Dr. Bell suggested of moving this point to the first bullet to show that is the primary reason we are here.
- Dr. Erwin suggested adding to the last bullet – a college culture that is respectful ... insert “academic” community. Dr. Thompson suggested adding “we value” a college culture that is...
- Add “Professional” as a standalone value

VISION:

- Dr. Benner is not in favor of “To be nationally and internationally recognized” and suggests that our vision state more of what we want to accomplish that might then lead to that national recognition. Our vision ought to be that we “offer” rich academic programs and that we are achieving this. Not to focus on our reputation but instead our action. “Our vision is to offer rich academic programs through highly qualified faculty and staff, and the diversity of an academically talented student population.”
- Dr. Rider suggested “To be committed to offering rich academic programs and preparing highly talented and diverse students.”
- Jules suggested using the approach to a “you centered” statement instead of a “me centered” statement as it currently is being used. Maybe use the word “aspire”, what we “aspire” to be... Inspire to think outside of the box. “To inspire, educate and empower the next generation to lead and improve society”.
- Dr. Rider asked Jules to rewrite the “Vision” statement
- Jamia stated that our vision should come from what we value
- Dr. Whelan stated that we try to inspire the next generation to ...
- Mary Jane – Our relationships with our students through all their academic work is pretty unique to us, so if we could somehow embrace that. Really likes the word “innovate”
- Dr. Fairbrother suggested “helping create an organizational structure that allows students to thrive.” We impart students with passion to inspire the world
- James suggested “to move society forward through research and inspiring the next generation”
- Dr. Rider – likes the word “inspire”, it’s a call to action.
- Dr. Thompson stated the University’s vision... VOL:
Value creation through economic, social, and environmental development targeted to an increasingly global and multicultural world.
Original ideas that advance society through discovery, inquiry, innovation, research, scholarship, and creative activities.
Leadership through the preparation of capable and ethical leaders.
- Dr. Thompson suggested “to provide a world class experience to our students”
- Dr. Benner suggested “to enable the next generation to change and improve society” or “to enable the next generation to enhancing the quality of life”
- Dr. Rider suggested “inspiring and educating the next generation to lead...”

MISSION:

- Dr. Brockett suggested to remove the hyphen from “life-long” and make it one word
- Dr. Erwin suggested to replace “professionals” with “students”
- Dr. Fairbrother suggested removing “engagement and activities.” Also moving “preparing students” to the top. Dr. Fairbrother was asked to rewrite this statement.

ASPIRATIONAL INSTITUTIONS:

- Dr. Benner reported that the Graduate School of Education departments have developed an aspirational list of their own; however it is not as long. They also have a list of some of the SEC Schools. Are you comfortable with the Graduate School of Education units having a subset of these?
- Dr. Rider stated that benchmarking is very important to strategic planning.
- Dr. Fairbrother asked - Do we really want to compare ourselves to other institutions here or just make this internal for our use only? Suggestion is to remove the list all together and use for internal use only. Listing the metrics we are interested in.
- Dr. Rider is in agreement to remove this list from any documents that will be publically requested. However, when we are tracking our progress in the strategic plan, do we want to at least list all departments and then list maybe 5-8 institutions that you benchmark yourself against? We may need to look at developing a benchmarking or metric matrix that is different from what we are doing now, one that is a lot easier and more practical. Need to be better about doing annual evaluations of our progress
- Dr. Thompson is creating a matrix. We need to decide what our major priorities are and agreeing on a couple of big things that we are all going to contribute to.
- Dr. Whelan suggests that you pick something that will have a domino effect for the matrix system. You pick something and in order to get there you have to have five other things that are improving in order to get there. Leveraging points.
- Randy Atkins– Annual report – Accolades is wonderful about the impact that the college makes, but the annual report would show the result.
- Dr. Rider stated – we do need to be serious about doing annual evaluations of our progress that we are making on our strategic plan.
- Dr. Benner – The accountability structure for Vol Vision 2020 that is on the table right now is very different, basically the model now is push it down to the colleges. So as we do this and make our own action plan, we need to make sure we align with what we are required to do anyway. Dr. Benner has a copy of the report.
- Dr. Rider asked if all agreed to eliminate the aspirational institutions from the brochure version and the main version and if we list any aspirational institutions it will be with regard to our benchmarking action plans? – Dr. Whelan seconded this recommendation.
- Stakeholder Participation and Consensus Building (in the full version): Dr. Rider – Does this need to be in here? It basically tells everyone how we arrived at the strategic plan. It is agreed to remove this all together.

STRATEGIC PRIORITIES

- **Strategic Priority 1** - Strengthen our capacity and productivity in research, scholarship, and creative activity to better educate our students; enhance economic, social, and environmental development and to extend the reputation and recognition of our college to the public and our professions.
- Dr. Fairbrother – recommended ending the priority at “creative activity”, everything after that seems to be initiatives. Would like to limit the initiatives for each. Maybe two for each. Creating a smart benchmark.
- Dr. Whelan – Stated that in his opinion the strategic plan is to long and complicated, to many talking points, no metrics that assess progress, many initiatives that are not measurable but more philosophical. Eliminate goals and metrics that are completely out of control of the college. Eliminate items that are obvious. Pick a couple of key important points and a target in regards to the strategic plan.
- Dr. Rider asked - Currently there are 6 strategic priorities and initiatives, if the Vol Vision was to make Diversity and Inclusion a standalone initiative, would we want to then have 7? Would 6 people/department heads that would agree to take one strategic priority and wordsmith it, chop it, and make it more concise. Have one or two people to work on each priority. We need to be in alignment with Vol Vision. Should we also adopt Diversity and Inclusion as a separate priority? All agreed yes to adopt Diversity and Inclusion.

- Dr. Rider asked for the first draft to be completed one month from today, 4 weeks (February 12, 2016). No deadline was set for the production – maybe fall semester 2016.
- Dr. Rider will ask Beth to set up a SharePoint site for the new Strategic Plan. Send everything to Beth and she can post it to the SharePoint site and she can give you access for the new site.
- James Remington suggested it might be easier to have a network share drive instead of a SharePoint site. Dr. Rider asked him to work with Beth on creating this site location.
- Dr. Benner read the draft of Vol Vision 2020 priorities aloud and will forward a copy to everyone to use for this purpose only –**PLEASE DO NOT SHARE**. Vol Vision identified their metrics with 3 different notions: 1. Narrow the gap to our peers. 2. Improve from our baseline. 3. Demonstrate excellence.
- Dr. Erwin – suggested changing “strategic initiatives” or another phrase or use bullet points.
- Dr. Mertz recommended taking the 7 priorities and reframe, keeping them simple under the new Vol Vision.
- Dr. Fairbrother suggested using SMART benchmarks – Specific, Measureable, Attainable, Relevant and Time Bound.
- Dr. Rider asked everyone to wordsmith the priority and identify the 2 - 4 initiatives that fall under.
- Dr. Thompson suggested having benchmarks with the initiatives that we are all going to agree to contribute to.
- **Strategic Priority 2** - Attract, retain, and reward high-quality, diverse faculty and staff who will proudly represent the College of Education, Health, and Human Sciences through exemplary research, teaching, and service.
- **Strategic Priority 3** - Educate and graduate optimal numbers of diverse graduate students who are of high quality and equipped to become leaders in their fields.
- **Strategic Priority 4** - Attract, develop, and graduate a diverse body of undergraduate students who will become productive contributors to their professions.
- **Strategic Priority 5** - Continually improve the CEHHS resource base to achieve college priorities by enhancing the research and educational infrastructure.
- **Strategic Priority 6** - Promote excellence in local and global outreach, service, and social and civic engagement to build new knowledge, and encourage civic dialogue and economic development.
- **Adding - Strategic Priority 7** – Diversity and Inclusion

Below are the teams that were assigned – all agreed to these assignments.

Teams:

Infrastructure and Resources . . . Bob Rider, Bob Cargile, Randy Atkins
 Undergraduate Jeff Fairbrother, Sherry Bell, Jamia Stokes
 Graduate Ralph Brockett, Dixie Thompson
 Research Jay Whelan, Bob Cargile, Dixie Thompson
 Staff/Faculty Jim Bemiller, Ann Fairhurst, James Remington
 Diversity/Inclusion Norma Mertz, Susan Benner, Jamia Stokes
 Outreach/Engagement Mary Jane Moran, Paul Erwin

General business and wrap up

- Dr. Bell thanked Dr. Thompson and Dr. Benner for sponsoring the first workshop on Diversity and Inclusion. The next one is on disability and she encouraged department heads to come and learn how we can do a better job in helping our students with disabilities, because we have a lot of students with disabilities.
- Randy reminded everyone that the Deans Board of Advisors has 2 faculty awards. Directors and department heads should nominate individuals for the awards. The criteria for the awards are located on the SharePoint site. One award is a faculty salary (Chancellor’s Challenge) and one is faculty/staff award, \$4000 for each award. Dr. Rider asked Randy to resend the criteria and give a soft deadline to all. One award is “research scholarship activity” and the other one is “outreach and engagement.” The soft deadline is January 31, 2016.
- Dr. Thompson gave a reminder about nominations for the Chancellor’s awards, emails have been sent. Not all have to go through the college but the student awards do. Information will be coming out when those will be due.

- James asked about the wording for the “Inclusive classroom series.” He spoke to some staff who felt they were not welcome to attend because they felt it was only for faculty in relation to classroom settings. Is it possible to change the wording for the next class to be more open? Dr. Thompson and Dr. Benner will change the wording for the next class to make sure all feel welcome to attend. Dr. Benner reported that the next class will be in late March after spring break.

Adjourn

Dean Rider thanked the council and the meeting was adjourned.

**Next Administrative Council Meeting
Friday, February 12, 2016
10:00 a.m. – 12:00 p.m.
412 Claxton Complex**