

MINUTES

College of Education, Health, and Human Sciences Administrative Council Meeting Friday, October 14, 2016

Council Members: Randy Atkins, David Bassett, Sherry Bell, Susan Benner, Ralph Brockett, Bob Cargile, 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, Ralph Brockett, Bob Cargile, Paul Erwin, Ann Fairhurst, Gayle Mathews, Norma Mertz, Mary Jane Moran, Jamia Stokes, Jay Whelan

Welcome

Dr. Benner welcomed the council and opened the meeting. Dean Rider was not able to attend the meeting this month. Dr. Benner led the group.

Approval of Minutes

Dr. Benner asked for a motion to approve the minutes from the last meeting. Dr. Fairhurst moved to approve the minutes, Dr. Brockett seconded, and all were in favor. The minutes were approved.

Announcements and Dean's Report – Susan Benner for Bob Rider

Three handouts were provided for department heads from Dean Rider.

The Annual Performance and Planning meeting (previously known as Academic Planning) that is held in the spring with the Provost, deans, and Gayle will be in a slightly different format. Emphasis will be on metrics on the strategic plan (Vol Vision 2020). Input from the departments will be critical. The date for the college to meet with the Provost is March 31, 2017. Dr. Benner told the council that there will continue to be incentives to align around Vol Vision 2020 and its metrics. The colleges and departments will be held accountable to them.

The campus is transitioning to a new end-of-course survey (EOCS) process away from the old SAIS process. The goal is to increase participation in the surveys. Dr. Jennifer Morrow from EPC helped to define the new policy and procedures for the EOCS. Peer reviews are also included in the new process. Each department should share its peer review process so the best practices can be incorporated for the college and create consistency across the departments.

The Chancellor's Top-Off Funds are being restructured. The funds are for fellowships. Please read the handout and address any questions to Dean Rider. The rules in the new plan apply for these specific fellowship GRA/GTA's, not regular GRA/GTA's.

Associate Deans' Reports

Susan Benner

College Travel Allocations handout is on the SharePoint site and one copy was circulated for the council to review.

Dr. Benner thanked everyone who attended the recent Goodrich Lecture. Dr. Johnnetta Cole was very inspiring. It was a watershed event for the college. Dr. Benner hopes it leads to other such events.

Last year Dr. Benner and Dr. Thompson arranged for two professional development workshops. Dr. Benner will be planning another workshop this year. The topic will be on classroom inclusion practices focused on students of non-majority racial ethnic identity. She is thinking of who can develop the training and will be selecting dates to hold the workshop. There may be two sessions if more than one is needed. She has not ruled out any locations to hold the workshop(s) including JHB and HPER.

Jeff Fairbrother

Dr. Fairbrother was not able to attend the meeting this month. He will send an email to the council with his updates.

Budget Report – Gayle Mathews

Funding has been received for summer school second session, summer school incentive, DE, fall 2016 fee waivers, and merit. Carry over should be received by the end of the month; most departments will receive 75% of the requested carry over amount. Gayle just received F&A money, but is waiting for the distribution report which should come out next week. F&A money should be distributed by the end of the month. Once F&A is distributed, she can then distribute start-up funds. The Office of Research & Engagement will distribute their matching start-up funds after the college has distributed their share. ORE shares could take until November. Gayle will be doing some budget adjustments after all the funding sources have been distributed. She will be in contact with the departments that are affected.

FLSA changes take effect on December 1. Thirty-four people in CEHHS are affected. Eleven are exempted because of the category they are in—teaching or academic administrative. Requests were submitted for five employees to remain exempt. Outcome of the requests may take until November. Eighteen people will be changed to nonexempt status effective December 1. Most of them are in CAPS or CLEE. There will be training for supervisors of employees going to nonexempt.

The last day for insurance benefit enrollment is October 14. The deadline for enrollment in flexible spending accounts is October 31.

Student Services Report – Jamia Stokes

Advising for undergraduate students is underway. Walk-in dates will be offered near the W drop deadline. This is always a stressful time for students and advisors are in demand.

Recruiting has been busy this fall. Partnering with Undergraduate Admissions they have recruited at the Rocky Top tailgate, a two-day affair for out-of-state families. The tailgate is held twice—in September and November. A large open house for any prospective student is planned for October 29. A teacher education information session will be held on November 9. It is a new format to recruit students for teacher education and is similar to what other colleges use.

Kinesiology Connection seminars have been piloted. The seminars are meant to address student retention. Kinesiology students have heavy loads of math and science and no major courses for the first years. The seminars help the students connect with the department and gain understanding of what they can do with the major. The hope is to also help struggling students reach out and get help and perhaps redirect their major to another program if needed.

Six staff members attended the annual NACADA conference in Atlanta. Three of them presented on the topic of advising transfer students who are admitted late, 100 people attended the session. CEHHS and the College of Nursing were the only two UT groups to present at the conference.

Research/External Funding Report – Bob Cargile

Three awards have brought in \$1.2 million in the first three months of the fiscal year. \$1 million was from Dr. Hillyer's award from the State Department.

Proposals are off to a good start this year. The number of proposals submitted in the first three months this year are half of the total submitted for the whole year last year.

Marketing & Communications Report – Julie Morris

No report. Jules was not able to attend the meeting this month.

Development Report – Randy Atkins

Handout of the monthly Development Report distributed.

Thank you to everyone involved with the Board of Advisors meeting, especially Dr. Fairhurst and her department. Retail, Hospitality, and Tourism Management was spotlighted at the meeting. The Rocky Top Institute provided a pop-up shop and the board members had fun shopping. The luncheon with department heads is always an important part of the meeting and board members appreciate the department heads meeting with them. They are always interested to learn about the work being done in the departments.

Annual giving is doing well this year. College Fund donors are up compared to last year as well as dollars raised. Ten proposals have been delivered for \$664,000, on par with last year. A large gift was received for ELPS for leadership academy tuitions. TPTE received an estate gift for \$388,000. Journey to the Top 25 campaign is at 59.2% of goal at \$23,663,916.

The Student Award Celebration is scheduled for October 27, 4-6 p.m., at the Holiday Inn. Invitations have gone out. Randy is gathering speakers now. Student Services are a big help in pulling together this celebration.

Educators Hall of Honor is April 20. Nominations are being accepted now. It is being promoted to the deans on campus. The Hall of Honor is open to anyone who has excelled in their profession in educating others.

The Foundation report is in line with a typical fiscal year. CEHHS is at \$607,284 for the first quarter.

College Senate Report– Susan Benner for Jud Laughter

Handout provided of minutes from the Senate's September meeting.

The Senate thanks the Dean for attending the September meeting. The meeting was productive. The bylaws will be updated this semester which will need to be approved from all departments and faculty. Be watching for more information regarding the changes to bylaws.

New business being handled by the Senate is how they may be a voice and advocate for all faculty, particularly faculty who represent marginalized populations or identities. Two items are being brought to the attention of department heads. First, be thoughtful of overcommitting faculty of color on departmental and college committees. Diverse perspectives are important, but there may be fewer faculty of color in a department. Second, student course evaluations may not adequately reflect teaching ability and effectiveness, particularly for faculty of color. Be aware of the trends during retention and review proceedings. Other means of evaluating faculty teaching need to be incorporated along with student course evaluations.

Discussion of the condition of the Jessie Harris Building ensued, especially as it relates as a show of gender bias on campus. Suggestions are for the College Senate to strategize action plans to communicate a case for JHB to upper administration at the campus level and perhaps the UT System. Perhaps the Board of Advisors may want to communicate the case for JHB as well.

Departmental Reports

Child and Family Studies (Dr. Mary Jane Moran)

- 3 searches – 2 early childhood positions and 1 family position
- A loaded gun was found on a playground at the ELC. It was reported to the police and they are investigating. Video cameras are on the playgrounds and procedures are being updated. A group of concerned parents sent a letter to the Chancellor. This matter is taken very seriously by the department and college.

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

- An Active Shooter Workshop was held for faculty this week. JHB is not conducive to a safe environment in an active shooter situation. It is recommended to have one for each building. Jamia volunteered to coordinate the workshops through the Dean's Staff Advisory Board.
- 1 search – a hospitality position
- The Rocky Top collection is being released at Mast General Store. There will be a pop up store there with the Bryant family and their decked out UT vehicle. The release is on November 4, 5:30-7 p.m.
- RHTM has been asked to submit a proposal for the Governor's Drive to 55. It is for the Culinary Institute. There is potential that \$3.5 million dollars could result from it.

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

- The 3rd annual recognition ceremony was held in conjunction with the Goodrich lecture. There was a good turnout, about 85 people. Faculty, doc students, and alumni were recognized. Community advocates were also recognized, including Senator Lamar Alexander. He was not able to attend, but sent a video praising the TPTE program.
- 2 searches – 1 STEM education and 1 urban multicultural education.

Educational Leadership and Policy Studies (Dr. Norma Mertz)

- 1 search underway
- Chancellor Cheek is returning to the faculty and ELPS is his academic home. He will step down January 1, taking a sabbatical in the spring and returning in the fall. This is a good opportunity for our college.

Educational Psychology and Counseling (Dr. Ralph Brockett)

- There is 1 faculty vacancy due to retirement, but no search this year.

- The department is undergoing changes. The Cultural Studies program is moving to TPTE beginning spring semester. Proposals for the remaining areas both passed a vote of the faculty.
- With the restructure of the department complete, the strategic plan will be finalized next.
- A search for a non-interim department head is underway. Dr. Brockett will not be applying. He will continue as interim until the head is chosen. He has enjoyed being the interim head, but looks forward to returning to faculty.

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

- Accreditation was received from the Council on Accreditation of Parks, Recreation, Tourism and Related Professions (COAPRT). Dr. Waller led the effort. The accreditation is for 8 years. Dr. Benner advised to send a copy of the letter to Dr. Fairbrother and Mary Albrecht to have on file for SACS.
- Kayla Whitt's open position is posted—Administrative Specialist I
- Dr. Bassett gave a lecture at Maryville College yesterday. 3 former students are on the faculty there in exercise science. It is good for recruiting undergrad students into our master's program.

Public Health (Dr. Paul Erwin)

- The department is reviewing the curriculum for the MPH program and expects to make changes. The Association of Schools and Programs of Public Health (ASPPH) has redesigned the MPH and DrPH for the 21st century. The Council on Education for Public Health (CEPH), the accrediting body, has changed the structure of accreditation based on the changes. The changes the department makes in curriculum will impact other programs on campus.

Nutrition (Dr. Jay Whelan)

- Nutrition is working closely with Public Health due to the Public Health Nutrition program and the way the accreditation changes will impact them.
- Dr. Whelan is meeting with the leadership of the Academy of Nutrition and Dietetics. They accredit the internship and undergraduate program. The academy is making changes to the models for undergraduate and graduate education. The department will not be able to provide an undergraduate program following the new models. It is not feasible to expect a Research 1 university to offer a program that the academy is prescribing. The next year will be difficult while the department works to determine the direction for the academic program.

Adjourn

Dr. Benner observed that many of the changes in Public Health and Nutrition accreditation are similar to the situation with accreditation changes for education programs. She congratulated Dr. Whelan on the department's excellent mid-cycle academic program review that took place in September. There was a loud hue and cry from the review committee about the condition of JHB. She also expressed appreciation to Dr. Brockett for his leadership service of EPC for the last two years. The meeting was adjourned.

**Next Administrative Council Meeting
Friday, November 11, 2016
10:00 a.m. – 12:00 p.m.
412 Claxton Complex**