

MINUTES

College of Education, Health, and Human Sciences Administrative Council Meeting Friday, March 10, 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, Gayle Mathews, Norma Mertz, Mary Jane Moran, Julie Morris, James Remington, Bob Rider, Jamia Stokes, Jay Whelan, J. Chen

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 last meeting. Dr. Mertz moved to approve the minutes, Jamia and Julie both seconded, and all were in favor. The minutes were approved.

Announcements and Dean's Report – Bob Rider

The APPM report was submitted on March 6—thanks to everyone's help and Dr. Fairbrother's coordination. The meeting with the Provost is March 31. The report points out the good things happening in the college—growth in undergraduate enrollment, graduate research activity, etc. Challenges to recruit out-of-state graduate students continue. Dean Dixie Thompson and Chris Cimino are working on a new model for out-of-state tuition to make UT more attractive to graduate students outside of Tennessee.

Chancellor Beverly Davenport is interested in exploring different budgeting models, such as responsibility-centered management or a hybrid of that type of model. Restricted access programs would have to be managed differently than a true RCM model. There is also a question of how F&A is handled on a RCM model. More information on this to come.

THEC has been empowered by the Governor to authorize tuition increases; an increase of 1.8% is proposed for this year. There is also a 3% salary increase in the budget; it is unclear if it is across the board or merit. More updates to come on this information.

A decision is expected in the next 6-8 weeks to choose a vendor or opt out of outsourcing Facilities Services. It is still unknown how the campuses will decide. Chancellors, along with President DiPietro, will be making the decision for their campus.

Dr. Benner has requested information from the department heads regarding diversity. Please direct feedback to her regarding diversity initiatives.

Dean Rider directed department heads to be thinking of how to best utilize the open position with Bob Cargile's retirement. He would like them to follow up with him on their recommendations.

Associate Deans' Reports

Susan Benner

Travel allocations report and student/faculty research awards report are available on the SharePoint site.

GSE is hosting an open house on April 11, 11-1:30, in the Visitors Center. The theme is student/faculty collaborative research.

There is some confusion around Dr. Benner's request regarding Priority 6 (diversity and inclusion). The document she shared with department heads is intended to provide structure for the college to move forward with

implementing our strategic plan. She is looking for feedback on the helpfulness of the document. Discussion regarding the current culture at the university, and how to change it, ensued.

Jeff Fairbrother

Academic and faculty affairs report is on the SharePoint site.

Non-tenure track faculty reviews are due by March 20.

Remind faculty to update their Elements profiles – lack of information in their profile may be a problem for annual evaluations.

The recent mentoring reception was well attended. Dr. Steven Waller has agreed to serve as the next chair of the Faculty Mentor Council, replacing Dr. Amos Hatch who is retiring.

Graduate Student Appreciation week is April 3-7. Activities include Graduate School open house and 3MT finals.

Graduate admissions is down this year. Applications (about 45%) are in department review. The Graduate School would to see admissions completed as early as possible. The goal would be to have the all applicants informed of the decision on their application before the end of the spring semester.

Reminder—the graduate catalog stipulates that students do not have to make decisions on their financial aid offers until April 15. Departments cannot press students to make decisions earlier.

Dr. Fairbrother received five nominations for Tennessee Fellowships for Graduate Excellence. He will share information soon from the ad hoc committee.

Views regarding plagiarism checks have been shared with Dean Dixie Thompson. Her goal is to provide software licenses for every faculty member on campus so that access will not be a problem.

Three out of thirteen submissions received student/faculty research awards. Julia Jaekel, Betsy Anderson Steeves, Jennifer Jabson, and their students received the awards.

Information and guidelines for curriculum review changes are coming soon. There was discussion regarding the support the college provides and the role of the CRC. The goal is to make the process more effective and distributive.

The process for attendance tracking is inefficient with some faculty being diligent and others not. Dr. Fairbrother, with assistance from Kayla, is advocating changes for some of the problems encountered. They are working with the Registrar's Office on system and spreadsheet problems. Progress is being made. The support of the department heads is appreciated.

The proof copy of the undergraduate catalog is in review. Input from the department heads will be requested soon.

Academic Council meets on April 6. Dr. Fairbrother and his cohort will be presenting survey results on barriers and facilitators for associate professors.

Budget Report – Gayle Mathews

Budget meetings will be underway soon. The budget is due early this year, April 28, with a shorter turnaround time. She is meeting with Finance and Administration and will have more information after that. Departments should bring a list of changes for the next year to their meeting.

The college HR and Finance Workshop is March 23, with about 30 people attending. HR and Sponsored Projects Accounting will be sending presenters to share information that affects the departments.

Electronic ledger reconciliation in IRIS is being rolled out; staff should have attended training. Roll out to our college is on hold for a month or so. Gayle is working on cleaning up some accounts so the roll out to our college will go more smoothly. She also wants to get faculty PI's better prepared, providing them with a document on how to do the reconciliation process on their end. The electronic (paperless) process is an option now, but eventually it will be mandatory.

Fee waiver reimbursements have not been requested from the Provost's Office yet. Gayle will be requesting spreadsheets from the departments soon to know what should be requested.

Staff performance reviews are due to HR by March 31. Send them to HR/Employee Relations.

Start-up carry-over requests will probably be due by the end of May. Gayle will be sending an email soon. Note: third year start-up money may be approved to carry-over to the fourth year in some cases.

SIF funding – have not heard due date yet for requests for next year. Still waiting for transfer of SIF money already spent for this year. Dr. Fairbrother will try to get more information on this topic.

Student Services Report – Jamia Stokes

Commencement – Platform party should arrive by 7:45 a.m. Platform party includes: Dean and Associate Deans; Provost or Chancellor (will be confirmed by Beth Gladden); and Department Heads (let Jamia know if someone will serve in your place). Faculty need to RSVP if they plan to attend. Dr. Jud Laughter, College Senate, will carry the flag. The script will be edited in April and distributed to the speakers.

There will be an open Graduate Assistantship available July 1. It is a two-year appointment. The GA will assist with summer orientation, Education 100, graduation problems list, and retention initiatives.

Graduate Student Advisory Board Colloquium – Thanks to Dr. Fairbrother for giving the opening remarks. Thanks to the department heads for attending and providing travel awards and door prizes. Eighty-five people attended. Travel awards will be processed this week. Please give Jamia feedback for improvements for next year.

EURCA submission deadline is March 11. Four submissions have been approved (2 NUTR, 1 KRSS, and 1 CFS). Faculty judges are needed on April 17, from 5-8:00 p.m.

Thanks for providing space to the Office of Advising and Student Services during the renovation. The project should be completed on Friday, March 17. The office will be closed on Monday, March 13, so that staff can stay late on Friday night putting the offices back together.

Research/External Funding Report – Bob Cargile

Reminder about the new way that general ledger budgets are entered into IRIS once an award is received. Beginning April 1, PI's will receive an email from the Office of Sponsored Projects letting them know they have received the award. The award will not be activated until the general ledger budget is received and entered into IRIS. The PI's may need assistance at the department level with this process. Bob has requested training from OSP for departmental staff and PI's.

Awards are down this year compared to last year; awards are currently a little over \$5 million. Proposals are up over last year.

Marketing & Communications Report – Julie Morris

Two handouts: March Marketing Update and Marketing Ambassadors description.

Marketing initiatives are to build frequency in building brand awareness for the college and departments; student support and experience; faculty engagement, retention, and research; recruiting; and internal communication.

March highlights are Marketing Mojo (Beyond the Booth), All-College Calendar, Research in a Nutshell (Dr. Jeanie Lim, RHTM), and Student Highlights-Inside Scoop.

Jules is recruiting students to act as Marketing Ambassadors for the college. It is a good resume building opportunity for them. The interest meeting produced two sharp students and she now has five ambassadors.

The Chalk Walk is March 31, on the Pedestrian Walkway. Please encourage participation in your groups.

There have been 20 plus media hits this month. Some stories from Accolades were recharged and they are producing some attention.

Content gathering for this year's Accolades is underway. Jules needs one piece of research from each department—focus on impact, not technical details. Also needed are 4-5 departmental highlights, photos, and alumni news. Deadline is April 28.

Development Report – Randy Atkins

Handout of the monthly Development Report.

Annual giving is up this year. Number of donors is 1,452. The Big Orange Family Campaign is underway. Debbie Archdale is coordinating the volunteers for CEHHS again this year. Participation is at 52% right now.

Proposals delivered are 25 representing \$10,831,000 in gift solicitations.

The college kickoff for the Top 25 Campaign is scheduled in conjunction with the Hall of Honor. Bob Kessler will be the emcee and Chancellor Beverly Davenport will be attending. Invitations will go to department heads, donors, and others.

The BOA subcommittee will be reviewing nominations and selecting award winners next week. There are five nominations for the faculty/staff outreach and engagement award. As of today, there are no nominations for the faculty support award. Randy is hoping to receive nominations before the committee meets.

The Educators Hall of Honor is April 20. Seven people will be inducted. Nominations are closed.

ELPS is the department being highlighted at the BOA meeting on April 20-21.

College Senate Report– Jud Laughter

Dr. Elizabeth Johnson, CFS, will serve as president of the College Senate next year.

There are five nominations for the graduate council—the number needed. There is only one nomination for the undergraduate council—need four. Send names to Dr. Laughter.

Departmental Reports

Educational Leadership and Policy Studies (Dr. Norma Mertz)

- Two recent deaths of educational colleagues – Luther Kindall was Professor Emeritus in EPC and Earl Hoffmeister was former Superintendent for Knox County Schools.
- Chancellor Emeritus Jimmy Cheek is joining the ELPS faculty in the fall and has already started attending department meetings and training.

Child and Family Studies (Dr. Mary Jane Moran)

- Three new faculty have been recruited, two in early childhood and one in family. The faculty is at maximum capacity.
- Thirty potential students attended the recent open house. Recruiting for undergraduate students continues at local high schools and community colleges.
- The recent issue of Teaching Young Children supplemental journal highlighted Robyn Brookshire and featured her on the cover.

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

- Dr. Bassett and faculty recently completed a recruiting trip to Moorhouse College, recruiting graduate students.
- The department will be a DEXA scanning facility working with a group from UT Medical Center doing pharmaceutical trials. It is a revenue raising opportunity.
- Group went to Greenville, SC, included exercise, physiology, and biomechanics students. Ashlyn Schwartz, masters' student, won an award. She will be doing her Ph.D. through CFS.

Nutrition (Dr. Jay Whelan)

- Dr. Hollie Raynor was asked by the NIH to be in a study section. It is a big recognition (and a lot of work).
- Thank you to his department head colleagues for their hard work to improve the culture and environment in the college.
- Dr. Sarah Colby will be doing a session at the library on March 23, 9-10:00 a.m., highlighting her research with Get Fruved. Dr. Benner requested that she present showing the cross-college impact of the research.

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

- New accounting specialist has been hired, Chris Maguire.
- The department has started their strategic planning.
- Dr. Erwin is in Cuba attending a workshop as an invited delegate to develop collaboration between US Public Health professionals and Cuban Public Health professionals.

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

- Cultural Studies in Educational Foundations program is moving from EPC to TPTE in the fall. Courses will remain the same—students across the college take these courses. Dr. Thayer-Bacon and Dr. Anderson are the faculty members affected. The fit is better in TPTE.
- Dr. Amos Hatch is retiring. He was invited to speak at the AERA conference (at his SIG, culminating his career). He is also being inducted into the Educators Hall of Honor. His retirement reception is April 20. He has had a big impact all over the college throughout his career.

Educational Psychology and Counseling (Dr. Jeff Cochran)

- No report. Dr. Cochran is getting acclimated to the position of department head.

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

- Dr. Stephanie Benjamin presented at Mic Nite.
- Hired top candidate for hospitality position.
- Appalachian Spring fundraiser is March 24. The Bryant family will be honored at the event—50th anniversary of the song Rocky Top. Launching a new logo that the UT band will be using in the fall. Also, honoring Jed Dance from Bacon & Co. who has done so much to support the Rocky Top brand.
- A book of student testimonials will be used as a recruiting tool. Nice marketing piece highlighting students' experience.

Adjourn

Dean Rider thanked the council and the meeting was adjourned.

Next Administrative Council Meeting

Friday, April 7, 2017

(Note the date change due to Spring Holiday on the 14th)

10:00 a.m. – 12:00 p.m.

412 Claxton Complex