

**College of Education, Health, and Human Sciences**  
**Administrative Council Meeting**  
**March 13, 2015**  
**MINUTES**

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**Council Members:** Randy Atkins, Sherry Bell, Susan Benner, Ralph Brockett, Bob Cargile, Paul Erwin, Jeff Fairbrother, Ann Fairhurst, Gayle Mathews, Norma Mertz, Mary Jane Moran, Jules Morris, James Remington, Bob Rider, Shawn Spurgeon, Jamia Stokes, Dixie Thompson, Jay Whelan

**Present:**

Randy Atkins, Sherry Bell, Susan Benner, Ralph Brockett, Bob Cargile, Paul Erwin, Jeff Fairbrother, Ann Fairhurst, Hillary Fouts, Gayle Mathews, Norma Mertz, Jules Morris, James Remington, Bob Rider, Jamia Stokes, Dixie Thompson, and Jay Whelan

**Welcome**

Dean Rider welcomed the council and opened the meeting.

Jules Morris, Director of Marketing and Communications, was introduced. She was welcomed as a new council member.

Dr. Hillary Fouts was welcomed. She was representing Child and Family Studies in Dr. Mary Jane Moran's absence.

**Approval of Minutes**

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

**Announcements**

Provost Susan Martin will be attending the April 10<sup>th</sup> meeting. She will be consulting with the council regarding Dean Rider's reappointment review process.

**Dean's Report – Bob Rider reporting**

There has been a buzz on campus about President DiPietro's report to the Trustees. The comments have surrounded the word "de-tenure." Dr. DiPietro did not mean to cause great alarm and misspoke when he used that word. The University of Tennessee is not going to go through a "de-tenure" process. The intent is to look at efficiency and effectiveness and the cumulative review process may need to be revisited.

Another topic of interest is the new budget model. There are not specifics yet on what the new model may be. The good news is that Chancellor Cheek has reported that there will be another merit/market increase this year. Associate deans, department heads, and other supervisors should think about the process the college has been using to give the merit/market increases and give feedback to Dean Rider about changes that might be made to improve the process.

There was good news in the Chancellor's report from the legislature. The State Senate budget committee has indicated approval of the Governor's higher education funding formula. Although the formula was approved last year, it was not funded. The economic indicators appear to be positive this year and the formula may be fully funded this year. The Chancellor is also working to increase the percentage of the merit/market increases.

Funds for the new science lab building and deferred building maintenance have also been approved. Hopefully Jesse Harris and HPER will be in the budget for building maintenance.

Various publications have reported about the \$377 million funding gap (10 year projection). What has not been reported is that savings over the last few years may be identified to help offset the gap. Chancellor Cheek reported to the COD that the colleges will probably be held harmless for now and a portion of their budgets will not have to go back to the University.

There is an opportunity for CEHHS to look at reallocation opportunities. Many of the departments are going through their academic reviews (APR process). Evaluators will be doing a thorough examination of the departments and giving feedback. It is a good time to give thought to efficiency and effectiveness by identifying lower performing programs and making hard decisions to improve or eliminate. The goal is to work toward and sustain excellence. The Provost expects that evaluation and reallocation will continue and for now she allows colleges to keep vacated faculty lines as long as the lines are being used effectively.

There are so many good things to talk about for CEHHS. It is a good time for Jules to join the team to help publicize them. The GSE has risen in the national rankings and so many other exciting things are going on in the college. Everyone is doing good work and there is much to be thankful for.

### **Associate Deans' Reports**

#### **Susan Benner reporting**

James reported that department heads should have already heard that the instructional technology process is underway. There is a tight deadline—April 1. Ordering begins July 1; it will be prioritized and will take place over a period of time. Items needed for classes are given higher priority so they can be here for start of classes in August.

Jules requested that everyone continue to help her learn about the departments and keep funneling information for her to share. She reported that UT is rolling out a new web template (mostly behind the scenes) and the timing of it is good so she can review the college's content and lay out and how it rolls out to the departments. Jules has been working on gathering contacts throughout the departments for web and social media and she is working to keep regular content on the college level social media pages. Her priorities and goals will be determined against how they impact Vol Vision and the Top 25 strategic plan.

Travel allocations are available on the SharePoint site. So far this year \$83,423 have been allocated. Please remind faculty to submit travel requests at least 2 weeks prior to travel. Depending on schedules, it can take that amount of time to approve. Gayle also reminded the group that travel requests must be in IRIS prior to the start of trips.

In 2008 the State of Tennessee changed the approach to principal licensure preparation and program approval. At that time, the State required all programs to submit a lengthy report about their program. Then there was no word back for years. Finally, the State has gotten back and both of our programs (Leadership Academy and online program) have met or exceeded all expectations.

The Goodrich Lecture is scheduled for October 6. Anthony Bryk, president of the Carnegie Foundation for the Advancement of Teaching, is the guest speaker. It is a real coup to get him to come to UT. There will also be other events surrounding the lecture—more information to follow.

The GSE is sponsoring a movie night on April 21, at 7:00 p.m. The movie will be a documentary focused on racism in education and will include a panel discussion.

Dr. Benner is serving on the Vol Vision/Top 25 Milestone committee. They are reviewing the metrics and direction, but the priorities will remain the same. The committee is focusing on one topic per meeting. The most recent meeting was focused on graduate students. Discussion involved a look at the metrics currently being used, an example being Ph.D. volume. This metric seems to promote quantity not quality of students. The committee discussed adding a metric to measure quality as well as quantity—perhaps giving quality a higher priority over quantity. The problem is being able to compare to other institutions where volume is the only common metric. There are many things that can impact volume such as limited access to resources, lack of fee waivers, and faculty/student ratio. Dr. Benner and Dean Rider are in agreement that outreach/engagement and diversity should be added as priorities to the strategic plan.

#### Dixie Thompson reporting

Examination of our student learner outcomes is an ongoing process as part of the SACS review. September 15<sup>th</sup> is the deadline for departments to submit their annual reports into Compliance Assist. Round tables and help for faculty who oversee this process will be available. Please remind faculty of their obligation to follow through on the timelines that have been set up.

Nominations for the Chancellor's awards for students come through Dr. Thompson's office. She has received 10 and they have been forwarded on to the Chancellor's office. The award ceremony is on April 8.

The CEHHS faculty and staff recognition ceremony is April 23. Information is being gathered now about faculty performance, service, books, etc.

An issue has come up when graduate students login to MyUTK. Because of things behind the scenes, it shows that dthompson is the person to contact for advising. When a student contacts her, she emails them back and copies the department contact. Dr. Thompson and Student Services are working to fix the problem. It is a process of getting all the systems synchronized to show the correct information. This is a campus wide problem because it is new on MyUTK for a student's advisor to be listed. To assist with communication, every department needs to prominently list their director of graduate studies on their website and all materials distributed to students. That person can point students to the right advisor if they are contacted.

College endorsements for promotion and tenure have been sent to the Provost's office. Letters from Dean Rider are being distributed to the candidates today. The dossiers and all supporting materials will be held in the Dean's office until the review is complete. The lecturer promotion materials are currently being reviewed by the college committee and will be forwarded to the Dean in a couple of weeks.

The next deadline for Professional Development awards is March 26.

The spreadsheet for SIF funding has not been received yet. Dr. Thompson will share it as soon as she gets it. The money is coming, but it has not been distributed yet. SIF money will now be part of the recurring budget for the campus.

There are research training opportunities coming up through the Office of Research & Engagement. They include NSF, NIH, Fulbright, etc. Watch for emails from Dr. Thompson and Bob Cargile. Please share the information with faculty.

Sally McMillan, Vice Provost for Academic Affairs, is stepping down and returning to a faculty position. A search will be held soon to fill the vice provost position.

Dr. Thompson is chairing the search committee to replace Richard Bayer, Assistant Vice Provost & Director for Enrollment Services. The committee has met once and the job description and announcement are being developed.

### **Student Services Report – Jamia Stokes reporting**

PDQ reviews and promotions have been completed for several people in the department; Jamia, Lisa Emery, Laura Stetler, and Jana Spitzer. The department is also requesting to hire another advisor as soon as possible.

900 students have been seen since the drop/add period ended and 1,200 more need to be seen before the end of the term. Walk in advising will be held in April in order to accommodate that number.

The advisor assessment survey is going on now. They are asking students to complete a survey about their advising experience. The survey period will run for 7 weeks.

Orientation will begin May 27 and run through July 10. They are anticipating more than 600 students this year. The challenge is finding enough room to handle the numbers on a daily basis. Discussion about computer access for the students resulted—James and Jamia may propose purchasing iPads using Instructional Technology money. It would help improve the first impression these students get of CEHHS.

496 students are anticipated to graduate this spring/summer, 150 have RSVP'd so far. Approximately 40 have not met graduation requirements and are receiving regular emails from Student Services.

The graduate student colloquium was held on Friday, March 6. Crystal Baldwin did a great job planning the event. The Department of Nutrition offered a best in show award (new this year) which was in addition to the award the Dean's Office provides. There were awards for best oral presentation and best poster presentation. All of the best in show award winners came from KRSS—they have the largest number of presenters.

EUReCA application deadline is today. The numbers are low this year due to the new IRB requirement.

### **Budget Report – Gayle Mathews reporting**

The Chancellor's fellowship money has been allocated, but everything is not final yet. Please let Dr. Thompson know if you receive any outstanding nominees that you would like to add to the queue. The queue will be used as a backup in case anyone declines an offered fellowship.

On March 25<sup>th</sup> there will be a quarterly staff workshop for HR and financial staff. Bob Cargile will be the guest speaker, and Gayle and her staff will be leading a group discussion of HR and financial issues. This is an opportunity for staff across departments, centers, and institutes to network. Please allow your staff to attend. The next meeting will be in July.

The Chancellor's office is reviewing course fees. Then they will be forwarded onto Chris Cimino and President DiPietro.

Budget process begins April 1. Gayle will be meeting with all of the departments. The budgets will be entered into IRIS by the end of April. Transfers of money owed to departments will take place in May when the budget process is finished.

### **Research/External Funding – Bob Cargile reporting**

So far FY 2015 funding is above 2014; \$10 million compared to \$7 million. Proposals are also up; total dollar amount approximately \$28 million compared to \$21 million. However, 2014 was low compared to the last 6-8 years, so 2015 numbers need to come up.

The Office of Research & Engagement is offering many new initiatives. Bob met with Alan Rutenberg and discussed the assistance they are offering. The Office of Research & Engagement is a great resource to assist faculty to be ready to apply for awards. Examples are NSF Career awards, NIH R15 awards, and Fulbright awards. A Fulbright workshop will be held on March 26. Bob will be working with the departments to identify faculty in advance to work with them.

### **College Senate – Shawn Spurgeon reporting**

No report. Dr. Spurgeon was attending a conference.

### **Development Report – Randy Atkins reporting**

Thank you to everyone who contributed during the Big Orange Family campaign for faculty and staff. Debbie Archdale was the staff leader for the campaign. The percentage of those giving increased this year from 40% to 45%. Congratulations to Debbie and all the leaders working on the campaign!

Development Report (handout) – Donors and dollars raised are up for FY 2015. 28 proposals have been submitted for nearly \$3 million gift solicitations. Gifts secured have not changed since last month. The last 2 years were the largest development years ever for our college, and the hope is to keep that up this year.

The Dean's Board of Advisors meeting is on March 26-27. CFS is the department being highlighted. RHTM's board meeting and Appalachian Spring event will also take place in conjunction with the BOA meeting. The Educators Hall of Honor will also take place on March 26.

The deadline for nominations for the BOA awards is today, March 13.

### **Departmental Reports**

#### *Public Health (Dr. Paul Erwin reporting)*

- Dr. Samantha Ehrlich, assistant professor, started this month. She is an epidemiologist from UC Berkeley. The other search failed, the top candidate chose Michigan over UT.
- February 13, department's research day, over 20 presentations given by faculty, staff, and students.
- April 20, hosting Bill Keck who will be speaking about the Cuban healthcare system, it is open to campus and community.

#### *Nutrition (Dr. Jay Whelan reporting)*

- Ahmed Bettiab from UC Davis, top candidate for cellular molecular position has accepted offer. He has a K99 award from NIH, bringing \$250,000 a year for 3 years.
- Public health nutrition position is being offered to third candidate, from Idaho.
- As part of her training grant for \$900,000, Marsha Spence will be offering another healthy weight colloquium, this one is on infant feeding.

#### *Educational Leadership and Policy Studies (Dr. Norma Mertz reporting)*

- 2 searches at associate professor level, have chosen 1 candidate and working on offer for another.
- Kelly Ward, speaker from state of Washington, is being rescheduled due to bad weather; her topic is work life balance and issues getting tenure.

- Patrick Biddix has won a Fulbright award to study at an institute in Montreal, doing cognitive brain research on learning—especially in children.
- MOU with Denmark has been signed, will be including multiple departments for this relationship.

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

- In process of doctoral program review by National Academy of Kinesiology.
- NEST students from last cohort have left, finalizing plans for the next group coming in August.
- Hired biomechanics assistant professor, Josh Weinhandl, from Old Dominion University.
- Still searching for Sport Management position.
- Staff searches; a coordinator position and a couple of administrative positions.

*Educational Psychology and Counseling (Dr. Ralph Brockett reporting)*

- APR finished last week, waiting for report.
- CORE site visit coming up, reviewing rehabilitation counseling program for reaccreditation.
- 4 searches: 1 counselor education position has been accepted by Laura Wheat; Craig Howard from Texas A&M in Texarkana has accepted for instructional technology; negotiating to fill associate professor position in school counseling; interviewing candidates for mental health counseling position.
- 1 search closed without filling.

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

- Hired primary candidate for retail position, Michelle Childs from Iowa State.
- Primary candidate for hospitality position has been rescheduled to March 23.
- 13<sup>th</sup> annual Appalachian Spring fund raiser event is March 28.

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

- Offer has been accepted by 1 candidate for social science education, coming from first year appointment at Texas Tech in Lubbock. Offering second position in social science education to another candidate today.
- Holocaust Workshop is March 28, for pre-service and in-service teachers and teacher educators.

*Child and Family Studies (Dr. Hillary Fouts reporting for Mary Jane Moran)*

- Program review document has been submitted.
- Top candidate has accepted child development position; Julia Jaekel from Germany, her approach is very collaborative and interdisciplinary, has already met with others across the college and will be hitting the ground running.
- ELC is organizing their first early childhood institute, focusing on nature in curriculum, as reported last month.

**Adjourn**

Dean Rider thanked the council and the meeting was adjourned.

**Next Administrative Council Meeting  
Friday, April 10, 2015  
10:00 a.m. – 12:00 p.m.  
412 Claxton Complex**