

# MINUTES

## College of Education, Health, and Human Sciences Administrative Council Retreat August 16, 2017

**Council Members:** Randy Atkins, David Bassett, Sherry Bell, Susan Benner, Jeff Cochran, Paul Erwin, Jeff Fairbrother, Ann Fairhurst, Courtney Holbert, Elizabeth Johnson, Ami McBride, Norma Mertz, Mary Jane Moran, Julie Morris, Hollie Raynor, James Remington, Bob Rider, Jana Spitzer, Jay Whelan

### **Present:**

Randy Atkins, David Bassett, Sherry Bell, Susan Benner, Jeff Cochran, Paul Erwin, Jeff Fairbrother, Ann Fairhurst, Courtney Holbert, Elizabeth Johnson, Ami McBride, Norma Mertz, Mary Jane Moran, Julie Morris, Hollie Raynor, James Remington, Bob Rider, Jana Spitzer, Jay Whelan

### **Welcome**

Dean Rider welcomed the council and opened the meeting. A special welcome was given to the new members of the council: Hollie Raynor, Courtney Holbert, Ami McBride, Jana Spitzer, and Elizabeth Johnson.

### **Approval of Minutes**

Dean Rider asked for a motion to approve the minutes from the April meeting. Dr. Norma Mertz moved to approve the minutes, Dr. Mary Jane Moran seconded, and all were in favor. The council approved the minutes.

### **Dean's Report – Bob Rider**

Chancellor Davenport will be meeting with our college this fall. The meeting will be positive in nature; highlighting the good work being done in the college and how it reflects and supports the central mission of UT.

Dean Rider met with Interim Provost Zomchick to review the hiring plan for faculty. Documentation is required to defend each open position and explain why it is important to fill. It is no longer appropriate to fill lines just because they are vacant. Dean Rider had good documentation to argue the need for the college to keep the lines. Be prepared in the future for the scrutiny to reallocate lines. This gives another reason to retain faculty—so lines do not become vacant.

Department heads and deans received a memo from Chancellor Davenport regarding capturing research expenditures. Taylor Eighmy tried to roll this out before—capturing the percentage of time faculty are doing research, writing proposals, etc. It goes beyond a 40-hour week for most faculty. Dean Rider met with Dr. Raynor, Courtney, and Ami to formulate a response from the college. Dean Rider will share more information as he gets it.

Dean Rider and Dr. Raynor will be meeting with Dr. Bruce LaMattina, Associate Vice Chancellor for Research Development, regarding research differentiation—what is unique about the research in CEHHS. Please send a bulleted list to Dean Rider and Dr. Raynor for a collective report.

This year will be a lean budget year. This could have an impact on travel and renovations. Spend wisely and efficiently.

### **Associate Deans' Reports**

#### **Susan Benner**

Dr. Benner is the diversity champion for CEHHS. The provost will be convening the campus champions soon. It is important to get people into the pipeline and ready for leadership roles, including senior leadership positions on campus. We should all be diversity champions, not delegating the work to those more impacted.

The Bailey Graduate School of Education will be hosting student orientation today. Four speakers and a student panel will be speaking on how to meet needs and make political statements without appearing to make political statements.

Last spring the BGSE held an open house focusing on student/faculty collaborate research. It provided a good opportunity for students to get experience presenting their research. It included a wide range of inspiring research.

Recruiting initiatives are underway in the Atlanta area with historically black colleges and the Lowery Institute.

The Goodrich lecture is scheduled for October 10. The speaker is Marian Wright Edelman.

Travel procedures and policies pretty much the same this year as last. The request form may go online this year using Google forms and SharePoint. Remember SARIF requests require a continuous email chain—the entire chain in one email—for fund requests. Matching by the college may be leaner this year, make sure to tap other available resources first. Last year's report is available on SharePoint. \$15,000 has been allocated already this year.

James reported that the OCC office is at full staff with the addition of Cody Steffen. Steven is transitioning to Apple support for the college. The college received almost everything that the Tech Committee requested. A veggie meter for Nutrition did not get funded even though it was high priority. Next time an item like this is on the report, an addendum will be added to highlight the impact to students—and use the scientific name of the equipment.

There were three professional development proposals submitted in spring, two from TPTE were funded.

#### Jeff Fairbrother

Handouts and overview report are on SharePoint.

Mini term and summer term may be combined in the future. Two reasons: financial aid and reporting academic progress report (federal requirement to report one single summer term, not multiple).

Protocol for non-registered students who show up for class—direct them to Registrar to resolve registration issues.

Curricular review season- R and S designations for experienced learning. Instructions for proposals are available on the Undergraduate Council website. Faculty Senate has not yet approved the N designation.

Attendance tracking is here to stay—at stake are multiple millions of dollars for UT. Goal is to get everyone tracked by September 5, although it is open all semester. The official census is the attendance tracking system, not financial aid. It is critical to accurately record attendance for accurate retention reporting, too.

SACSCOC reports for student learner outcomes are due September 15.

Graduate academic standing reports—Graduate School needs department's response by August 22.

Tennessee Fellowships for Graduate Excellence (aka Chancellor's Fellowship)—Graduate School needs recommendations for fellows to profile. GS is working with students on problems with disbursement of funds.

Council of Southern Graduate Schools awards—look for information on the awards soon. GS wants to showcase the work being done at UT.

GS is holding a new workshop series on best practices in publishing, <http://gradschool.utk.edu/2017/08/15/best-practices-in-publishing-program/>.

CRC proposal guidelines have been distributed to departments.

All timetable and room scheduling needs to go through the department scheduler.

Strategic planning is ongoing. Drs. Fairbrother and Erwin sent out survey about priorities.

Remind faculty to participate in the classroom upgrades survey. Fall is the time that the survey is taken.

Dr. Fairbrother has been attending meetings at the Haslam College of Business with a company that helps organizations with cultural change using social media and gamification. Drs. Cheek and Biddix are involved along with Dr. Sally McMillan. The company wants UT to help them build a new product. The project is in its infancy—more news to follow.

Faculty affairs:

- Faculty evaluation calendar (handout and on [Provost's website](#))

- Search interview procedures (handout). Search must be approved by September 15 to be in the ad.
- Chronicle advertisement (handout)
- Guidelines for P&T dossier assembly (handout). There are some changes to the procedures this year.
- Tenure and promotion list (handout)

Dr. Fairbrother is serving on a working group out of the Provost's office for associate professor mentoring. In addition to attention this gets on the college level, there is beginning to be a campus level effort, too.

Annual reviews:

- End of course evaluations—department heads are able to access open-ended statements. This is different than the SAIS system.
- Elements—
- Correlations between categories and overall scores—would be good topic for department heads to discuss. Every department head evaluates differently, which is fine, but our college has a large number of exceeds or far exceeds compared to other colleges. Merit should be reserved for those who more than meets (this year it was decided to give merit to meets and above). There will be more discussion about this going forward.

Demographic information for strategic planning from Admission could be available for undergraduate level. This will help with strategic planning metrics. Still waiting to hear about graduate level data.

### **Budget Report – Ami McBride**

Ami has started meeting with accounting staff in the departments. She will meet with department heads individually after she has met with accounting staff. She is available to meet with department heads who have immediate needs that cannot wait.

There are a couple of areas where policy is not being followed. Documentation of procurement card purchases is one. Nancy will send an email to all cardholders outlining expectations and required documentation. Timesheets for students and biweekly employees must be turned into the supervisor and the supervisor must turn it into the person inputting the time. Once the timesheet goes to the supervisor, the employee should not have access to the timesheet again.

It will be a challenging year financially. Please provide as much detail and information as possible when making requests for funds. That will make decision making easier.

Many things are done well in this college. Some processes may change to make it more efficient for accounting staff—making it easier for department heads.

### **Research & External Funding Report – Hollie Raynor & Courtney Holbert**

There are documents available on the SharePoint site showing proposals and funding for the last five years. Funding for FY17 is down, but proposal submission is up. Courtney will be meeting with departments and centers to understand their priorities. She wants to understand the culture and faculty in each department. She is looking for new opportunities for external funding for the departments.

A document on SharePoint outlines plans to do an overall assessment in order to put forward recommendations for a strategic plan. The fall will be spent meeting with faculty to understand their needs and analyzing data regarding proposals and awards in order to understand the issues. By January, recommendations will be put forward to get feedback. By the end of the academic year, the goal is to have a strategic plan with metrics.

Programs for minors—training for students and volunteers (non-employees) has moved to an online system that requires an account number. Until the issue can be resolved, new people working on an established program should work with someone who already has the training and background check. It is a problem for new programs. This especially affects BGSE (hundreds of students working in the schools).

Online journals in Elements—feedback from publishers, online journals that are peer reviewed are the same as hardcopy journals. Dr. Raynor can share information on how to check if the journal is legitimate or not. There was discussion regarding predatory journals versus peer-reviewed journals. Departments should be double-checking P&T dossiers to make sure that journal articles submitted are peer reviewed. This topic should be included in faculty mentoring.

### **Advising & Student Services Report – Jana Spitzer**

Jamia will be leaving soon for a position at Rhodes College as associate dean of students for academic support.

Megan Steed was hired this summer as an advisor. She also served a practicum in the department last summer. She is an alumna of UT.

A handout of enrollment data was provided and is on SharePoint. The 14<sup>th</sup> day of the semester is when enrollment data is firm. Official data will be shared later. Summer 2017 orientation numbers are down a bit for non-teacher licensure programs. There are two more orientation sessions before fall semester starts.

Jada Russell has been attending recruiting events, as many as possible. Admission events will be shared with departments as they become known.

There is a proposed update to the advising career path. The connection between staff/faculty serving in advising roles and access to professional development and information needs to be strengthened. Advising and Student Services already does many good things to support departmental advisors.

It is proposed to drop “Service Learning” from the title from the Service Learning Honors Program to minimize confusion. The program will retain the same service learning and research requirements. The GPA requirement would also rise from 3.25 to 3.5 to be more in line with other university honors.

### **Marketing & Communications Report– Julie Morris**

Handouts, including the marketing update, are available on SharePoint.

Summer has been heavy with design work. Departments need assistance with marketing materials to be in line with branding. Department staff need to be empowered with tools to create marketing materials. Jules has purchased 10 licenses for Canva and is testing with key department staff. Templates, colors, logos, etc. can be added to Canva and the departments can have access. The cost of a license for Canva is \$120 per year per person.

Websites remain the most important communication tool, and the most under-developed. Students get information about programs from Google search, website, print materials, and social media. Many departments have transitioned to the new web template; others are preparing to transition. Make sure information on the website is audience focused. Navigation, applications, visuals, should make it easier for the user to access information.

CEHHS is a leader in statistics for social media engagement on Facebook. We lead the campus on Instagram numbers. Jules and her team presented at the campus CommuniCon this summer.

The Ambassador program is launching this fall. The goal is to have 15+ students in the program; right now 8-10 are interested. This program will provide a student perspective as they share their student experience in CEHHS. Encourage standout students to participate. It provides good experience (non-paid) for them.

A list of PR spots and releases is included in the marketing update on SharePoint. The good relations with Communications and Media Relations benefits the college with zero budget for media placement.

Areas currently in the works:

- Internal communications
- Student focused newsletter
- E-blast monthly newsletter (alumni focused)
- Accolades
- Pat: A Legacy of Love event (September 7)

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

Handout available on SharePoint.

Last year was best year ever for the college. It was a team effort to raise donations. We did well with the college fund and annual giving—there were less donors, but larger gifts. Giving for Big Orange Family, Big Orange Give, and telefund were all up.

The college launch for the Journey to the Top 25 Campaign happened in April. The campus wide launch is September 22.

Mr. Bailey passed away in August. He was a very generous supporter of CEHHS and the GSE. In recognition, the GSE has been named the David T. Bailey Graduate School of Education.

The Dean's Board of Advisors meeting is coming up in September. The department highlight is Educational Psychology and Counseling.

The Student Awards Celebration is planned for October 12, 4-6 p.m., at the Hilton Downtown.

### **College Senate Report– Elizabeth Johnson**

A brief recap of last year's accomplishments: JHB renovations, conversations started regarding invisible labor and saturation of service for faculty of color, and revised bylaws. The Mentoring Council is interested in working with the College Senate on mentoring of associate professors going to full professors and the issue of invisible labor. The agenda for this year will be developed at the first meeting of the Senate.

### **Departmental Reports**

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

- Athletic achievement – Christian Coleman, Recreation and Sport Management student, beat Usain Bolt at the World Athletics Championship (placing second after Justin Gatlin).
- Rebecca Zakrajsek and two of her doctoral students traveled to a conference in Switzerland and included a visit to a former student in Germany.
- Songning Zhang just returned from Bogota, Columbia, where he completed a Fulbright. He also has gotten a research grant on biomechanics.
- Common areas in HPER received a slight renovation: paint, signage, furniture, new flooring in weight room, and new equipment from TRECS.

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

- New faculty member, Borham Yoon. Her main area is culinary, food, and nutrition.
- 50<sup>th</sup> anniversary of Rocky Top. Students created the logo and T-shirts. Celebration runs through Homecoming.
- Dr. Fairhurst spent summer reconnecting with industry partners. Very successful.

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

- No new faculty. One faculty member to go up for promotion and one for promotion and tenure.
- Focus in spring and summer has been revising MPH curriculum to meet new accreditation standards. Ramifications from that affect Public Health Nutrition, Veterinary Public Health, and others.
- Two doctoral students participated in a 3-week, competitive, NIH cancer workshop this summer in Bethesda.
- One doctoral student going to Columbia for diversity training to bring the training back to new student orientation.

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

- New faculty member, James Martinez. His interest cross lines of Education Administration and STEM education.
- Dorian McCoy received tenure and promotion to associate professor.
- Patrick Biddix received promotion to full professor.
- PERC, Post-secondary Education Research Center, is getting underway under the direction of Jimmy Cheek with assistance from Patrick Biddix.

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

- Two students got post-doc positions—one at University of Michigan Medical Center and one at Thomas Jefferson Medical School in Philadelphia.
- Betsy Anderson Steeves is using JHB vending area to do research on how to increase sales of nutritional snacks.

#### *Educational Psychology and Counseling (Dr. Jeff Cochran)*

- Three newly promoted professors (and two tenured); Lisa Yamagata-Lynch, Casey Barrio Minton, and Melinda Gibbons.
- Whitney Denton was hired to fill the staff position vacated by April Phillips retirement.
- Instructional Technology master's program received national recognition for distance education.
- Dr. Gibbons received a national award for innovation in counselor education.

- Dr. Kronick received an award from the Association of Mental Health Counselors.
- Working on curriculum for a PhD concentration in Educational Psychology.
- Looking into restarting the doctoral program in Instructional Technology.
- Adult Education program is getting a new direction from newer faculty, including an international focus.

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

- Handout of the new TPTE newsletter.
- Three new faculty members. Brittany Anderson in the Urban Multicultural Education program, Frances Harper in Math Education, and Cheryl Shahan in Education of Deaf and Hard of Hearing and Ed Interpreting.
- New tag line, Advancing Equity through Excellence in Education.
- Stewart Waters received tenure and promotion to associate professor.
- April Haggard received Educator of the Year award at the American Sign Language Association conference.
- Demand for American Sign Language has been growing in recent years and it is now accepted to meet the foreign language requirement in high schools and some colleges. Will be working on program to prepare people to teach ASL.

*Child and Family Studies (Dr. Mary Jane Moran)*

- Three new faculty members. Megan Haselschwerdt in family area, Margaret Quinn in early childhood, Samara Akpovo in early childhood.
- New staff members Val Mercial, Amy Ferguson, and Jordan Murphy.
- In the last year 10 offices were painted, five offices have gotten new carpet, revamped conference room and added a projector, renovated two spaces for labs, and renovated two offices for coordinators. Small but important changes in JHB.
- Hillary Fouts returned to Ethiopia this summer with four students to work on parenting with indigenous people.
- Julia Jaekel and one of her students presented at a conference in Venice.
- CFS now has three study abroad programs and a fourth is in the works.
- Julia Jaekel was tenured and promoted to associate professor. Heidi Stolz and Mary Jane Moran were promoted to full professor.

**Adjourn**

Dean Rider thanked the council for their hard work and dedication to the college and the meeting was adjourned.

**Next Administrative Council Meeting  
Friday, September 15, 2017\*  
10:00 a.m. – 12:00 p.m.  
412 Claxton Complex**

\*Note-the September meeting will take place the third Friday of the month due to the Dean's Board of Advisors meeting on the second Friday of the month.