

MINUTES

College of Education, Health, and Human Sciences Administrative Council Meeting Friday, September 15, 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, Dr. J. Chen for 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.

Approval of Minutes

The minutes were unavailable for approval at the time of this meeting. They should be sent out on Monday for your review.

Announcements & Dean's Report – Bob Rider

Council of Deans – Chancellor Davenport is looking at how we can be more entrepreneurial, how to be more focused on generating revenue for the University.

Presentations were given on United Way and Campus Chest by Dr. Jimmy Cheek and Ben Landers (Director of United Way). Please encourage your faculty and staff to contribute whatever they are able to give. Each year our college does progressively better.

Enrollment Data – We are up in all areas. Undergraduate, transfer student, and graduate student enrollments are all up. Retention rate is still a challenge. This past year was 85.5% from freshman to sophomore. As a college we are over or above that average, but we would like to be at 90%.

Journey to the Top 25 – the Chancellor would like to revisit this mission. There is going to be shift to focusing on the Journey and not so concerned about the entire University being in the Top 25, but where there is opportunity, programs in Top 25. John Zomchick, interim provost, wants to create two committees. The first committee to identifying areas of distinction. This committee will draw from the entire campus to identify where we are distinctive and where we are special. If interested in serving on this committee, please notify Dean Rider and he will nominate individuals for inclusion on this committee. The second committee is a faculty lines committee. When a vacancy occurs for a clinical or tenure-track faculty line, that line will be up for adjudication and possible reallocation to another department within same college or in another college. Dean Rider will be asking for further justification why a line is essential not only to the department, but to the college, to the campus, and to the community at large. Please send nominations for this committee to Dean Rider. He would like a department head to serve on this committee.

Distance Education – the Chancellor knows there are opportunities in this area to generate significant revenue. There have been discussions of a possible new budget going forward; maybe a hybrid model with a combination of a base budget allocation and responsibility centered management allocation. A couple of our departments are getting the opportunity to request differential tuition. Chancellor is looking at outside corporations that specialize in this, who come in and build the info structure, they help guide the faculty in delivering the distance education.

By-laws – College Senate did a great job of updating the college by-laws. If department by-laws have not been updated recently, this is a good time. Faculty evaluation expectations for tenure-track and clinical faculty need to be in the by-laws. Please review and update bylaws as needed. There will be audit in the near future.

Associate Deans' Reports

Susan Benner

Vol Vision – Is taking the spot light off university ranking and putting it on program specific ranking. Nutrition, Sports Management, and Special Education have all been ranked. Dean Rider would like to ask the department heads to send an email letting us know if you are ranked so that we can report it. We still have some work to do to determine what constitutes a credible ranking.

Dr. Benner would like to have from each department and unit a designated “Diversity Champion.” Let Dr. Benner know whom from your department you would like to nominate. Dr. Benner is the college diversity champion, so the liaison from each department will be her team. No meetings will be necessary. It is a mechanism to share the labor and disburse information. When an incident happens, who should be the one to issue a statement? This could be something this committee as a group can review, vet, and offer a recommendation to our own leadership or to the campus leadership regarding any issues. The job of the diversity champion is to make sure we keep our jobs and have a voice. It is important to communicate these issues with Julie who will in turn communicate with the Office of Communications to make sure we are not stepping out of bounds.

The Goodrich Lecture is October 10, 6pm, at the Holiday Inn. There will be a reception preceding the lecture. Guest speaker is Marian Wright Edelman, founder and president of the Children’s Defense Fund. All are encouraged to attend.

We are getting ready to launch the new travel procedures electronically. We are still working on a few details. Thank you all, including support staff, for moving this along.

Jeff Fairbrother

Reminder – SACS reports are due today.

Undergraduate Curriculum Review Committee Meeting - Many items tabled due to proposals not completely following the CRC guidelines.

Dean Thompson – You should have received an email regarding the iThenticate rollout with an attachment; this is an issue that effects all of us.

New General Education Plan – Will go through the Faculty Senate at the next meeting and approval is expected. They will then create an implementation committee. Next year all courses that touch general education will need to be revised, then the following year all programs will be revised. Hopefully by 2020 we will be on the new general education program.

Experience Learning Designations for curricular proposals – research and intern designations – when adding that designation to a course, an “s” to your course, you are creating two courses. You need to decide as a department if you want both courses in the catalog. Do not drop the base course. The two options are to: 1) offer the course; or 2) archive the course. Kayla can help you with instructions on how to do this. The approval for experience learning designations is running in parallel with curricular review on the college level.

Budget Report – Ami McBride

P-Card – Nancy is putting together a “frequently asked questions” sheet and will send it out soon. We need a “pre-approval” email documenting office supply items bought before purchased. Please consider making a designated person for your department to buy general office supplies.

HR Working Group Meeting - Job Families – System wide initiative, evaluating all job descriptions and families. They are trying to consolidate and make more consistent all job families across all UT campuses. First three groups of positions for review are; research, administration and financial services. These evaluations need to be completed within the next two months (September/October). Salaries will not change.

Strategic Meetings – There is a strong need for business managers within the departments who are qualified to administrate the accounting areas, specifically for sponsored projects. Some departments may want to share business managers. This may mean that we need to do a new PDQ and revise some job descriptions. In order for this person to be a delegated or designated approver, they must hold an exempt position. Positions that have already been reviewed within the last 12 months will not need to be done again. Petitioning a position for review, need to designate it to HR for evaluation. This will be a yearlong project.

Position description training for the college is on Tuesday, September 26.

Research & External Funding Report – Hollie Raynor & Courtney Holbert

Assessment Process – we have five departments scheduled or completed and three more in process. Meetings with centers are soon. Courtney is continuing to collect data from Cayuse. Hollie is looking at our IRB data because there are concerns from ORE that we have so many IRB submissions, but our funding rate does not match. We are continuing to look into this a little further. Planning a meeting with College of Nursing to talk with them about their model and to get a better understanding of how the two colleges can begin to collaborate.

Post-op Salaries – It's being brought up due to the implementation of FLSA – the threshold for an exempt position will be \$47,476 or \$48,000. What we are seeing for sponsored projects is that is not a consistent number that we are aiming for. Feedback is needed from the departments on whether this is something to set as a standard? The hiring amount would be the \$48,000 and with potential to garner 100% of their salary. Let Courtney know so she can know what your position is on this.

Advising & Student Services Report – Jana Spitzer

Handout given – Recruitment Events – Spring Commencement is set for May 11, 2018 at 7 pm.

Campus wide Advising Survey – Went out this past spring. Good results for students' availability to see an advisor. 92% were able to get in to see an advisor.

Registration Dates are out and have been forwarded to the primary contacts in the departments

Open Advising Weeks – We are recruiting students from other majors in order to advise them sooner

Recruitment Calendar – any faculty interested in helping to recruit students and advocate for your program, please contact Jada Russell who is the coordinator for recruitment.

Registrar's Office – Students will have an opportunity to designate a preferred name that is campus wide. Students will receive an email in mid-November asking if they want to list a preferred name. All University wide external communication for example, a transcript will have legal name.

Financial Aid – SAP (Satisfactory Academic Progress) if a student does not meet certain benchmarks for that aid, they will lose it. Example: Low GPA or not completing enough semester hours. They will be sending notification after fall semester to the student letting them know they are at risk and are not meeting the criteria for their current aid.

College Honors Program /Service Learning – We forwarded earlier this week some suggestions for changes to Dr. Fairbrother. The idea is to change it from Service Learning Honors to CEHHS Honors and change it from 3.25 to 3.5 GPA to align with the university.

Marketing & Communications Report – Julie Morris

Look for an email to come today or early next week regarding student-marketing ambassadors. We have had 7 students that are interested. We would like to have interest from all departments.

Accolades – Will be out in early October.

Launching websites – We are still working on launching your websites with the new template. Bonnie is working on this diligently.

Dr. Benner has scheduled a meeting for us to meet with Joel Reeves in OIT regarding the email system. We are still working to streamline sending external emails to alumni.

Internal emails – Have requested to use the UT account for “Emma”, a customer relationship management emailing system. It is how UT sends out press releases, Tennessee Today, etc. The analytics are incredible and Jules is trying to find out what is on emails that interest people. Goal is to start streamlining messages to reduce inbox fatigue. Tracking analytics and working on providing one publication that goes out to the college each month.

Canvas – Testing publication/design. We have a couple more freebies if you have anyone in your department that does your publications and you think they will use it.

Pat Legacy Movie Premier – Awesome event, it went really well! – It was a sold out audience to 800 people. BOA really enjoyed the evening. We had 40 + media hits, AP, USA Today, ESPNW, Fox Sports, all local media and we are pitching the story to Good Morning America, plus to have it run on ESPN.

College T-Shirts – Just arrived and are available to give to students and we will be giving them out next Thursday or Friday. These are for sale in the Vol Shop.

Development Report – Randy Atkins

Handouts given – Development Report

FY 2017: 242 donors, \$22,945, FY 2018: 292 donors, \$21,889

Proposals Delivered: FY2018 -8 representing approximately \$2,060,000 in gift solicitations

FY 2018 Gifts/Grants Secured: \$30,000 – Christine Sliger – CEHHS Scholarships, \$35,000 – Dede Andersen – CEHHS Faculty Award/Chancellor’s Challenge - \$100,000 – Ann & Dean Skadberg – Thank you Dean Rider! This is a faculty salary support challenge gift and is a faculty award only, one per year for one individual. The award will be titled: The Doctor Andy Holt Professorship.

Journey to the Top 25 Campaign – CEHHS goal: \$40,000,000. Totaled raised = \$33,747,018/84%. We held our public launch on April 20.

“Join the Journey” – Campaign kickoff is September 22, at Convention Center – Rocky Top Institute highlighted. High-level donors to be invited. Every college will be highlighted.

Dean’s Board of Advisors Meeting – Big thank you to all who participated! EPC was highlighted for the first time in years. New board chair is Dr. Bill McKee – he wants to know what impacts our region and state. Thank you to everyone who attended the department head luncheon.

Student Award Celebration – Will be held on October 12, from 4:00-6:00pm at the Downtown Hilton. Invitations have gone out to students. Invitations to donors and families will go out soon.

UTK Campus Development Report - \$18,486.327

College Senate Report– Elizabeth Johnson

Departments are encouraged to contact the Senate with any concerns they have going into this year.

Starting conversations regarding clarifying their role and working with the mentoring counsel, evaluating and mentoring, and mentoring from associate to full professor. Want to make sure we are getting input from faculty for those things and helping to translate it so that we can maintain our stance as the voice and advocate of the faculty.

Invisible Labor/Service Saturation – we are encouraging faculty to include everything in Elements, in terms of service. Department Heads – Evaluations are coming soon, please be mindful of this. We are also starting conversation about invisible labor/service saturation that may affect our ability to have people of color, and different genders, in more visible roles, leadership roles in the college, as well as the distinction between invisible labor/service saturations.

UT is sponsoring the Future Faculty Program – there are 2 departments who are participating and have candidates. This relates to identifying faculty of color, individuals who are close to finishing their doctoral degrees, where there is mutual interest between the University, the department, and the individual.

Departmental Reports

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

The 4th annual TPTE recognition ceremony will precede the Goodrich Lecture. Everyone is invited. At the Holiday Inn World’s Fair Park

Searches – Art, literacy studies, and a STEM Science position, all are approved tenure track positions.

Retirement – Dick Allington is on post retirement

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

Rocky Top will be showcased at Join the Journey campaign on September 22. We designed a giveaway to be given; a six pack of stationary with different Rocky Top designs.

October 6-7 - The Culinary Institute along with a gift from Cowgirl Creamery in California will be putting on the Great Smoky Mountain food days. This is a celebration of the food and culture of this area. It will be held at the

Visitors Center. For tickets, go to <http://greatsmokymountainfooddays.com/>. Steve Coffman – a world-renowned flatpick picker will provide music. Sheri Castle – a well-known cookbook author, focusing on Appalachian food will be the keynote speaker.

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

Serving as President of TPHA, Tennessee Public Health Association and is hosting an annual meeting in Nashville.

Dr. Erwin is compiling the Strategic Plan spreadsheet submitted by all the department heads and will try and have that complete by the end of the month.

Dr. Erwin is chairing the search committee for the department head for Kinesiology. The first meeting was last Friday and everything is going well.

Child and Family Studies (Dr. Mary Jane Moran)

Open House for some of the renovated space in Jessie Harris two weeks ago and had a nice turn out

Three staff members were replaced this summer and those are all on board and doing well

New study abroad program approved to Ireland. Created by Sally Hunter, the focus is on the political and social experiences of youth in the northern part of Ireland. This will be launched in the spring.

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

Last night was the Camp Koinonia Gala, which was held at the Cherokee Country Club, a very successful event. There were about 300 people who attended. Bruce Pearl's daughter is now the director for the Camp Koinonia foundation. Nick Giecek was a speaker and did an excellent job.

Started a new Adaptive Physical Education Course – This course is being taught by Nick Giecek, he is leading a class where they play different ballgames using blindfolds, wheelchair basketball, the Future students, and our therapeutic students are involved.

New Physical Activity Epidemiology Online course this semester– 150 students enrolled

Partners in Sport Conference– October 19– Kelsi Schaer is receiving the Joan Cronan Scholarship Award.

Nutrition (Dr. Jay Whelan)

September 29– Marsha Spence is running her Promoting Healthy Weight webinar colloquium at the Baker Center. Sign up is online, there will be a series of speakers, and it will start around noon or 1:00 pm.

Educational Leadership and Policy Studies (Dr. Norma Mertz)

Convocation – Apologized for not introducing Dr. Cheek

Educational Psychology and Counseling (Dr. Jeff Cochran)

Events – Lauren Moret is hosting Let's Talk Qual event, tonight, for students and faculty.

Future Program - Tom Beason resigned, Emma Burgin is his replacement. The students have transitioned well.

Very pleased with the presentations at the BOA, it included 8 areas of significant community outreach, featured 4 of them. Brought in one or more current students who had worked with the programs.

Adjourn

Dean Rider thanked the council and the meeting was adjourned.

**Next Administrative Council Meeting
Friday, October 13, 2017
10:00 a.m. – 12:00 p.m.
412 Claxton Complex**