

College of Education, Health, and Human Sciences
Administrative Council Meeting
February 14, 2014
MINUTES

Council Members: Randy Atkins, Sherry Bell, Susan Benner, Bob Cargile, Paul Erwin, Jeff Fairbrother, Ann Fairhurst, Gayle Mathews, Steve McCallum, Norma Mertz, Mary Jane Moran, Dulcie Peccolo, James Remington, Bob Rider, Dixie Thompson, Steven Waller, Jay Whelan

Present: Randy Atkins, Sherry Bell, Susan Benner, Bob Cargile, Paul Erwin, Jeff Fairbrother, Youn Kim for Ann Fairhurst, Gayle Mathews, Steve McCallum, Norma Mertz, Mary Jane Moran, Dulcie Peccolo, James Remington, Dixie Thompson, Steven Waller, Jay Whelan, and Bob Rider presiding.

Welcome

Dean Rider opened the meeting and welcomed everyone.

Approval of Minutes

Dr. Jay Whelan moved to approve the minutes from the January 10th meeting, Dr. Steve McCallum seconded, and all were in favor.

Announcements

A handout was distributed regarding scheduling faculty candidate interviews. It is suggested that departments assign an administrative assistant to the task of putting together the itineraries for the candidates, especially the scheduling of the deans and directors. Having an administrative assistant who is familiar with the process and has experience with the search process will help the campus visit planning go smoother for the departments and college administration. It will be especially helpful for faculty members who are serving as search chairs for the first time. Please notify the Dean's office in the fall regarding who will be coordinating these and the process will be reviewed with them.

The quality of the candidates is very good this year. Dean Rider has been impressed with them. Some departments are getting ready to make offers.

Please be mindful of the new minors on campus policy. The policy is available online at <http://www.utk.edu/policycentral/minors/>. Please follow the protocol outlined in the policy. Brian Browning is the staff person assigned to respond to questions about this policy. This policy is in effect immediately. It is best to error on the side of caution when minors are involved in a program. You may contact Dr. Susan Benner if you have questions about teacher education programs, and Dr. Dixie Thompson for other programs. Dr. Thompson is drafting a message trying to clarify the policy as it relates to the college and especially activities during summer term. She will be sending out that email in the next week or so. Department Heads, Center Directors, and the Dean have responsibility to ensure the policy is carried out. Dr. Benner advised that there is an indemnity form that outside organizations need to complete when they are using our space. This form says that the organization using the space has performed all the background checks required. Dean Rider advised that all background checks for the university will be performed by Human Resources. Dr. Benner will follow up with HR to make sure that it includes licensure and all other areas in the college.

Chancellor Cheek has extended university support of Project Grad for five more years. This reflects on the good work done by Dr. Steven Waller and the program directors to advance Project Grad. Participants in Project

Grad attend college at a much higher rate and are as successful, or more successful, as other students enrolled in the same colleges and programs.

Associate Deans' Reports

Susan Benner reporting

Handouts for Travel Allocations and GSE Professional Development Awards were distributed.

The GSE Leadership Council met after the January meeting with Ricky Hall. The council will be forming a subcommittee to address student recruitment. The priority will be to increase the diversity of graduate applicants. The need is to increase the racial and ethnic diversity, specifically African Americans and Latinos. CFS is particularly interested in recruiting males and LGBT candidates and increasing geographic diversity. EPC's priority is African American candidates. ELP's would like to attract more males and African Americans. TPTE would like an increase of candidates with disabilities, especially deafness. A standing committee for student recruitment will be formed to set specific targets for increasing the diversity of applicants to the GSE. The committee will be composed of one representative from each GSE department, one from Student Services, other campus level people as appropriate, and students. Dr. Benner reported that the GSE Leadership Council discussed the resources needed to attract people, such as stipends and fee waivers. However, a lack of resources cannot be blamed for a lack of applicants.

An open GSE faculty gathering will be happening on February 19. Dr. Dawn Coe will be speaking on the topic of "Obesity and Play." This gathering is not exclusive to GSE faculty, all faculty are invited.

There will be an evening event on March 12, at the Relix Theater. The topic of discussion is the Common Core.

Dixie Thompson reporting

A handout of upcoming dates was distributed. It included course scheduling, P&T, and the college recognition nominations.

The timetable for mini term and summer will be online on February 17. The funding model for 2014 will be the same as 2013. Please monitor enrollment in courses in order to remain in the black financially. Mini term courses can have low enrollment that do not pay enough to cover the cost of instruction, so think about those courses carefully and plan accordingly. There was discussion about the exact calculation of the funding model. Please direct questions about the funding model to Dr. Thompson and/or Gayle.

Discussion about salary caps for summer instruction was discussed. Dr. Thompson suggested that salary caps should be college policy in order to help department heads as they make decisions for summer instruction. Several department heads agree that it does make it easier when discussing summer salary with faculty. Ultimately the goal is to serve the students and increase summer enrollment.

There are two P&T receptions coming up. The first is the mentor/mentee reception on March 7. The second is for associate professors on March 26.

The college recognition program is coming up. Nominations for awards are due on March 7. Please see email announcement for categories and requirements.

ORU proposals were submitted on February 7.

Professional development proposals are due to the college on March 28.

Faculty credentialing—HR will now be getting official transcripts for all newly hired, full-time tenure track faculty. Departments should be getting official transcripts for adjunct professors and lecturers and keeping them

on file. If it is a last minute hire, please get unofficial transcript and go back later and get official transcript for their file. SACS requires that all faculty members have the proper credentials. Having transcripts, official or unofficial, should meet SACS requirements for now.

Student Services Report – Dulcie Peccolo reporting

The Graduate Student Advisory Board met this morning. They are reviewing abstracts for the research colloquium. All 8 departments are well represented; there are over 50 submissions this year. Dr. Thompson gave the board some important guidance; to be looking more seriously on where that research is, how it has gone through the approval process, and faculty support. The students are excited that Dean Rider has agreed to be the keynote speaker at the colloquium. The colloquium is scheduled for Friday, March 7.

The first meeting for Spring commencement was held. An online link is available for students to RSVP for graduation. The link is on the Student Services website. It will also assist students that need to request accommodations during the ceremony.

The Staff Advisory Board will be meeting on Friday, February 28. They have asked to explore the possibility of establishing a wellness program. Members of the Undergraduate Advisory Board from Nutrition and KRSS have volunteered to help with the development of the program.

Orientation will be a little different this year. Incoming freshman will be spending more time with the college. Student Services is working on ideas on how to use the time in a productive and beneficial way. This is in preparation for next year when the UC will be demolished and the students will have to spend more meaningful time in the colleges instead of a central university location. Getting students connected to the college early in the process is important.

Crystal Baldwin has been going out on many recruiting trips this semester. She has also been visiting the academic departments this month. She has also been invited to be one of the interviewers for the I-LEAD program. With that she has been to Memphis and Nashville. These are things that would not have been expected of her so soon in her position. Her efforts should make an impact on the diversity of the undergraduate student population of the college.

Budget Report – Gayle Mathews reporting

In conjunction with the faculty hiring process is the moving expense process. Gayle is working with the Provost Office to clarify the new moving expense process and will be communicating with the departments soon—next week hopefully.

Let Gayle know if you need to know what was approved for start-up money for your new faculty. Start-up can be included in the offer letter if desired.

Three departments have communicated with Gayle about changes in course fees for next year. She is assuming no other departments have changes. Gayle must submit the changes for the college by Monday, February 17, in the morning.

The Academic Planning meeting for the college is scheduled for February 25. Dean Rider thanked everyone for submitting their information so that trends and issues across the college can be identified. Examples of trends identified are the need for technology infrastructure and web-mastering. Where it will lead is unclear, but they will be reported.

Research/External Funding Report – Bob Cargile reporting

No handout this month. No big changes to report, so please refer to last month's report for external funding.

Nutrition has a large award pending; waiting to hear back from USDA regarding the budget.

Still ahead this year compared to last year for awards received. We are at \$6.7 million this year and last year at this time we were at \$5.7 million.

Proposals are down compared to last year. Bob reviewed last year's proposals and several large proposals submitted last year were not repeated this year.

There are two good size proposals in development right now. Dr. Hollie Raynor is working on one for \$3.3 million. Dr. Lynn Hodge is working on one for NSF.

The Office of Research & Engagement is planning their yearly summer institute. The topic is not determined yet. Bob will share more information as it becomes available.

College Senate Report – Steven Waller reporting

Dr. Waller sent an email this morning about nominations for this year's awards. On several awards, the College Senate is asking that the nominations do not exceed 2 pages. The deadline is Wednesday, March 5. Please see specific instructions for the nomination process in his email.

There will be a reception and meeting for associate professors who are working on promotion to full professor. The meeting is scheduled for Wednesday, March 26, 3:00-5:00, in the UC Executive Dining Room. An invitation will be emailed this week. This is a new initiative to mentor associate professors. Dean Rider would like everyone to encourage the associate professors to attend this important event.

The College Senate needs a replacement for Dr. Jason Collier from Nutrition.

Development Report – Randy Atkins reporting

Two handouts provided; Development Report and the BOA Meeting Agenda (draft).

Reviewing the Development Report, the number of donors to the college is still up compared to this time last year. There have been 30 proposals delivered, similar to the same time last year. The proposals represent \$3.3 million in gift solicitations. The major gifts for this year are listed on the report. CEHHS is doing relatively well; Athletics, Engineering, and Business are ahead, but that is expected.

Department heads should note Friday, March 28, noon, lunch with sub-committees on the Board of Advisors meeting agenda. If you are unable to attend the lunch, please send a representative.

The draft of the BOA agenda was discussed. The meeting begins on Thursday, March 27, at the Crowne Plaza. A highlight is a colloquium for lesser known programs in the college. Feel free to attend and support the faculty who are presenting. The Educators' Hall of Honor induction is on Thursday evening with 6 inductees this year.

The Appalachian Spring event (benefitting RHTM) is being held on Saturday, March 29, at the Crowne Plaza, in conjunction with the BOA meeting.

The Big Orange Family campaign kicks off on Monday, February 17. The Alumni Office is organizing this faculty and staff fundraising campaign. Diane Booker is the contact for our college and has been recruiting representatives in the departments to distribute and pick-up pledge cards.

Dean's Report – Bob Rider reporting

Dean Rider is co-chairing, with Annazette Houston, a task force for accessibility on campus. Please let him know of specific areas that need to be addressed. The purpose of the task force is to improve how the campus is

accessible to faculty, staff, students, and guests who have special needs. They are looking at access ways, facilities, online learning, etc. Accommodations are included, even as it pertains to faculty and staff. Please let him know of items that should be addressed by the task force.

There has been some discussion about faculty workload in the COD meetings. There is a significant variance in the workload for faculty across campus. At the most recent COD meeting Dr. Steve Mangum, Dean of the College of Business, gave a presentation about their faculty workload. He proposed that faculty should be assigned where they can do the most good. As an example, tenured faculty could teach more and faculty who have not attained tenure could focus more on research. This is still just a concept in discussion phase and may never be implemented, but Dean Rider wanted the council to be aware and thinking of the pros and cons of this idea. The group did discuss the issue with many thoughtful comments. Ultimately the group wondered if there would be many unintended consequences by implementing the concept.

Departmental Reports

Educational Psychology and Counseling (Dr. Steve McCallum reporting)

- School Psychology candidates are on campus today. The department has 3 searches going. A verbal offer and commitment has been made/received from one candidate to fill one of the 3 positions.

Retail, Hospitality, and Tourism Management (Dr. Youn Kim reporting for Dr. Ann Fairhurst)

- There are 2 faculty searches; one for lodging, the other for food service and event planning. Five candidates are coming to campus. One candidate is outstanding.

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

- Searching for 2 positions; the committee is reviewing applicants.
- Dean Rider recently traveled to Denmark with Dr. Patrick Biddix in order to initiate an exchange program for the college. This all began with a doc student who wanted to study in Scandinavia. The visit will be covered in Accolades. Every department could be impacted.

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

- Math Ed search; three strong candidates; the campus visits have started.
- TPTE has already started dealing with the associate professor mentoring dilemma. They have 6 full professors, 13 associate professors, and 11 assistant professors. Most associates are making good progress, with only a few concerns. Dr. Bell appreciates the focus this is getting from the college.

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

- Campus interviews are underway for a biomechanics position and the candidates are good.
- Renovations in HPER are underway; adding teaching space for laboratory classes in kinesiology and laboratory space for faculty research.
- Graduate students in the Sports Psychology and Motor Behavior program are hosting the southeast regional conference for the Association of Applied Sports Psychology on February 28-29.

Nutrition (Dr. Jay Whelan reporting)

- A committee has been convened to begin the process to fill the position left by Dr. Jason Collier. The search will begin next year.
- Several proposals are out and hope to receive awards. Faculty members are being encouraged to keep on applying.
- The Dietetic Internship Program and the DPD program had their five-year accrediting review. The accrediting agency reports that nothing else is need for the next five years.

Public Health (Dr. Paul Erwin reporting)

- Two searches underway. One to replace Dr. Charles Hamilton will be a non-tenure track, administrative position. Campus visits are planned for early March. The other to replace Dr. Greg Petty, who is retiring at the end of the year, has just started.
- The second departmental research day was last held last week. It is a gathering for faculty and students to present their research; 15 faculty and students presented. Dr. Paul Terry is the organizer.
- In the process of the two-year self-study for reaccreditation. The site visit is planned for the Fall of 2015.

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

- Interviews for the Early Childhood position are complete. A verbal offer has been made.
- Rickey Hall also came to the CFS faculty meeting. Increasing diversity is one of the top 3 initiatives for CFS and he has helped them to think more strategically. He also helped Dr. Moran think about the percentages of the population and what their diversity goals should be. Undergraduate goals are within reach and graduate goals should be attainable within 2 years.
- Digital signage has been installed that displays upcoming events; student and faculty initiatives.
- On February 27-March 1, CFS students are hosting QUINT State. QUINT State includes UT, Auburn University, University of Georgia, UNC at Greensboro, and Virginia Tech. It is a research conference organized by graduate students.
- The annual in-house research poster session with faculty, Spotlight, is scheduled for March 7.

Office of Computing and Communications (James Remington reporting)

- James is sending out a communication about intrusive software that destroys all data on a computer. Please help him to disseminate the information to the students. Graduate students especially could be negatively affected. It is a ransom ware that encrypts all files on a computer; including network drives, USB drives, and Dropbox. Once the files are encrypted they cannot be recovered unless they have been backed up. This software has already infected several computers in the college.

Adjourn

Dean Rider thanked the council and the meeting was adjourned.

**Next Administrative Council Meeting
Friday, March 14, 2014
10:00 a.m. – 12:00 p.m.
412 Claxton Complex**