

College of Education, Health, and Human Sciences
Administrative Council Meeting
January 10, 2014
MINUTES

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

Welcome

Dean Rider welcomed everyone to the meeting and wished them a happy new year.

Approval of Minutes

The minutes from the November 8, 2013 meeting were approved. Dr. Norma Mertz moved to approve the minutes, Dr. Jay Whelan seconded, and all were in favor.

Announcements

Dean Rider distributed the handout of dates to hold. He noted the upcoming meeting with the Chancellor and Provost on February 13, at the International House. This meeting is open to the college faculty. The next Board of Advisor's meeting is scheduled for March 27-28. The Educators Hall of Honor is part of the BOA meeting, and Saturday, March 29, will be Appalachian Spring in conjunction with the BOA meeting. Dr. Dulcie Peccolo requested the Graduate Student Colloquium on March 7 be added.

Dean Rider requested the department heads to respond as soon as possible to the academic planning report. The response should be based on departmental needs. On the college level, trends are identified and reported. The report is limited to five pages so specifics are impossible to report; however, departmental needs do need to be represented on the report.

Merit allocations have been distributed and letters to faculty receiving merit should have been distributed. Twelve month faculty merit raises will show up in January's paycheck. Nine month faculty merit raises will show up in February.

Introduction of Suzanne Lodato

Dean Rider introduced Dr. Greg Reed who introduced Dr. Suzanne Lodato. Dr. Lodato came to UT in December and is the director of the faculty development team in the Office of Research. She replaces Bob Porter who retired last summer. Dr. Lodato's Ph.D. is in musicology from Columbia University. She came to UT from Indiana University where she was on the proposal development team in their Office of Research. Prior to that, she had program manager experience with both the National Endowment for Humanities and the Mellon Foundation. Her experience is from both sides of the proposal issue; how to prepare a competitive application and how the application gets evaluated and selected by the program. The purpose of the introduction is to put a face with the name and open a dialogue to understand the resources available to help faculty be more successful.

Dr. Lodato shared that she is enjoying her experience at UT so far. She would like to know how their team can help faculty develop their capacity to obtain external grant funding. Particular emphasis is on early investigators; usually assistant professors, but it could be associate or full professors without much experience. Another emphasis is communities of scholars and she welcomes all ideas on that topic. Her team is also continuing workshops and generally advising faculty.

Council members introduced themselves to Dr. Lodato and welcomed her to UT.

Dean Rider thanked Dr. Reed for all of his help and support over the years. Dr. Reed is retiring at the end of the year. He has been great to work with and helpful in so many ways.

Associate Deans' Reports

Susan Benner reporting

Handouts were provided; College Travel Allocations and GSE Professional Development Award Proposals. Three professional development proposals have been submitted and awarded this year.

Dr. Rickey Hall recently met with the GSE faculty to discuss ways to successfully recruit applicants to graduate programs in order to increase the diversity of the applicant pool. He has promised to provide a written summary of specific strategies. The whole process of recruitment, support, and retention needs to be examined. The topic of increasing the diversity of the applicant pool is a critical first step.

The website and webmaster roles were discussed next. One item everyone can agree on is that the college's web presence is critical. The importance of a web presence and social media will continue to grow and needs attending to. Candidates to our programs are savvy and reliant on web and social media. For several years we relied on a GA to act as webmaster for the college. The turnover in that position was difficult to work with and did not provide consistency. Bonnie Maples agreed to take on the webmaster task in addition to her other responsibilities. Dr. Benner would like the departments to explore the existing administrative support staff to identify a regular, full-time staff person who will be committed to developing the skills needed to take on the task of webmaster for the department. The task will enhance their PDQ and skill level. Gayle can assist in rewriting the PDQ and HR will review the change to see if a salary increase is necessary. Having only one person working on the college level is not realistic. The amount of work to keep everything updated is overwhelming. There is a real need to have someone in every department that is working on the website.

Much conversation ensued about the website and resources to maintain it. Several items of concern are: 1. along with technical ability to do updates, there needs to be a strategic scope of vision on a higher level, including PR; 2. the availability of resources for web and social media needs to be discussed on the university level; 3. a strategic plan needs to come from the university to integrate web and social media; 4. everyone agrees this is a critical area and needs to be addressed.

Dean Rider welcomed James Remington to his first council meeting.

Dixie Thompson reporting

Dr. Thompson provided a list of her report points that will be posted on SharePoint.

SACS – Each department and program has varying levels of support needs, please let Dr. Thompson know what support you need to have reports completed by the end of Spring term. Software training is coming for individuals who will be inputting reports. Mary Albrecht sent an email regarding training for people implementing new programs, please comply with her request.

Research – ORU proposals are due February 7. Please encourage faculty to review the new process on the Office of Research website, <http://research.utk.edu/modified-oru-process-opens-for-fy-2015/>. Dr. Thompson is available to meet with those planning to submit a proposal.

Summer GRA requests due February 15. Information is here, <http://research.utk.edu/funding/sarif/summer-gra-fund/>.

Professional development award proposals are due to the college on January 24.

SIF/Extra Section Funding – Some departments have been receiving additional funding for undergraduate instruction either through SIF or extra section funding. The process by which this money is requested and allocated is changing. Dr. Thompson will be communicating with department heads about the changes.

Minors on Campus – Continue to do your work and become familiar with policies. Begin to generate lists of programs affected by the policy and people who are in contact with minors. Start training, information is available to begin training people about the policy. Direct questions to Brian Browning, and include Drs. Benner and Thompson in your communication with Brian. Move your department toward compliance. Keep doing your work, but exercise extreme caution and prudence when dealing with minors on campus. More information on this topic is to come.

Campus Awards – These are awards that are through the Chancellor’s and Provost’s Offices. Most are due early in February; information is available here, <http://chancellor.utk.edu/honorsbanquet/nominations/>. If support letters are required, please allow a few days to get them.

Curriculum Review – The Undergraduate Curriculum Review Committee will evaluate all proposals on January 14. The Graduate Curriculum Review Committee will evaluate all changes on January 16.

Student Services Report – Dulcie Peccolo reporting

Student Services is implementing a new advising system in conjunction with the other advising centers around campus. The name of the system is GradesFirst. You will be hearing more about this for your undergraduate programs as your faculty members gain advisees. It is a new way to keep electronic advising notes. It also provides a way for the students to sign in on a scanner when they visit the Advising Center. For walk-in hours in the center, a notification is sent to the next available advisor that a student is waiting. The process is working as well as can be expected.

Data for UTrack was received this week and 15% of our freshmen are off track. Some of this is caused by GPA issues. A personal notification from their advisor was sent to the student to come in and talk to their advisor. In most cases it is fixable. The students understand the sense of urgency and the steps to take to get back on track.

The Dean’s Staff Advisory Board is working with the Undergraduate and Graduate Advisory Boards to implement a wellness program for the college.

Crystal Baldwin, coordinator for recruitment and retention, has completed her first semester in our college. She is looking for opportunities to meet with faculty. As you have department meetings, please think of inviting Crystal. She has been invited on several recruiting trips to Memphis with the Office of Admissions. The goal is to increase the applicants from under represented populations.

Laura Stetler has been trained on WordPress and has taken on the task of updating the Student Services website. A couple of student focus groups were held to get student input about navigating the site. The feedback was great and work has begun to make changes based on their feedback. Keep in mind that the Dean’s Advisory Boards are a great resource to get student feedback on many issues.

Budget Report – No report

If you have specific questions regarding the budget, please direct them to Gayle.

Research/External Funding Report – Bob Cargile reporting

Handout provided, External Funding Report July-December, 2013.

The number of proposals increased by one compared to 2012, however the dollar amount represented in the proposals dropped by \$8.7 million. The number of awards decreased by three compared to 2012, however the amount awarded increased by \$944 thousand. The top five awards remained the same as last reported.

Bob has had several conversations with Dr. Suzanne Lodato and is impressed with her background and knowledge. She is making changes and really seems interested in working with our faculty. He especially likes that her priority is working with newer faculty to help them get their careers started.

Training sessions for research are not finalized yet. Bob hopes that Dr. Lodato will continue the focus on faculty workshops.

Bob mentioned that the Office of Research has improved communication about opportunities for funding. Along with the alerts they send, they also provide access to a search engine that provides information about money available through foundations. Bob has been able to help faculty use the search engine. Dean Rider encouraged the department heads to arrange for all new faculty members to meet with Bob so that he can help them.

Dean Rider noted that the top award was Dr. Sarah Hillyer's "Strong Women. Better World." The work that Drs. Sarah Hillyer and Ashleigh Huffman do was recently recognized as one of the top 10 diplomatic efforts in the nation. You can read about this recognition here: <http://tntoday.utk.edu/2014/01/16/ut-state-department-partnership-2013s-top-diplomacy-efforts/>. He is so proud of them and their work!

College Senate Report – Steven Waller reporting

The next College Senate meeting is scheduled on January 22.

The Senate has several priorities this semester. The first is to help with the college's faculty and staff recognition.

Another priority is mentoring associate professors. Drs. Steven Waller and Amos Hatch met with Dean Rider before the holiday break to discuss this topic. It was decided to arrange a meeting with the associate professors and the Dean. When the Senate reconvenes this will be discussed and hopefully be scheduled in March.

Some departments have Senators who will be rotating off of the Senate this semester. The desire is to have a full slate of Senators in place by April and ready for the Fall semester. Please work within your departments for replacements by February. Several departments have this done already. The goal is have a nice smooth transition into the next academic year.

Development Report – Randy Atkins reporting

The development report was distributed and will be posted on the SharePoint site.

Carey Davis is the new annual giving coordinator, replacing Tiffany Moody. Carey has a law degree, but chose not to practice. She will help with estate gifts in the future.

The number of donors to the college fund (unrestricted giving) has increased this fiscal year compared to last, and the dollars have increased as well.

There have been 27 proposals delivered representing \$3,169,000 in gift solicitations. Gifts secured this fiscal year were discussed. Good news is that we have met the Chancellor's Faculty Salary Support Challenge. The Chancellor will start funding residuals from the gift immediately. We will be able to identify a faculty member and provide him/her with additional resources. The gift is not directed to any specific program or department. A process for selecting the recipient will have to be developed. You will hear more as we move forward.

The next Board of Advisors meeting is March 27-28, at the Crowne Plaza downtown. Department heads should mark their calendars for noon, Friday, March 28, for the lunch with their sub-committee. The Educators Hall of Honor will be held the evening of Thursday, March 27. You will receive an invitation.

Dean's Report – Bob Rider reporting

The Council of Deans has not met recently, but there are a few things being considered at that level.

The Provost is wondering if the future faculty program is beneficial. Potential faculty candidates from under represented populations are invited to campus for a visit to encourage them to apply. Please email your thoughts and ideas about that program to Dean Rider.

The Chancellor is interested in making the most efficient use of classroom space. For example, a classroom that holds 100 should not be used for a class of 10. Classroom assignments in the future will not be entitlements. This issue is being considered very seriously and there will be more discussion about it.

The Chancellor's Fellowship Program allocations may have been received by now. The Provost is concerned that the best and brightest be recruited and the awards should go to them. A report is sent to the Provost outlining the recipients' academic data and the intent is to increase the academic profile of the university with these awards. It is a Top 25 initiative.

There will be many hot topics surrounding higher education this year in Nashville. Some topics are; funding formulas, graduation rates, first amendment rights, control over students, etc.

A question regarding budget changes was raised. Governor Bill Haslam has asked all State agencies to prepare budgets that are 5% less than last year. The tuition increase will be substantially less than last year, too. The merit increases came from tuition raises. There may not be merit money for next year. None of this final yet and there will be more information as it is available.

Departmental Reports

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

- Visitors arrived today from Dong-A University in South Korea. They will be here for a month taking English classes through ELI and attending departmental seminars.
- Search committee is identifying candidates to invite to campus for interviews. Good applicants, filling a biomechanist position.

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

- Currently searching to fill 2 faculty positions in Educational Leadership, one is the co-director for the Center for Educational Leadership. The search is in the early stages.

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

- Hiring two new faculty members, one for food service and convention management and the other for hotel management. The candidate pool is very strong. Five candidates have been identified and the committee hopes that they will accept an invitation for a campus interview.

Public Health (Dr. Paul Erwin reporting)

- Upon the retirement of Dr. Charles Hamilton at the end of the academic year and the retirement of Dr. Greg Petty at the end of the calendar year, the department will have had a complete turnover of faculty in the time that Dr. Erwin has been at UT.

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

- Candidates will be coming to campus beginning next week for the Early Childhood position. The candidate pool was very strong; two of the three candidates coming to campus are minority.
- Dr. Sandy Twardosz is retiring at end of this semester. May be working on another search next year.
- Italian colleagues from the University of Milano-Bicocca will be coming to Knoxville in late March for a week of work on shared research projects and a symposium. In addition, a recent graduate of their program will be spending 3-4 weeks in Knoxville.

Nutrition (Dr. Jay Whelan reporting)

- Dr. Jason Collier left to take a new position in Louisiana. Will be putting together a search to replace him.

Educational Psychology and Counseling (Dr. Steve McCallum reporting)

- A visiting scholar is coming from China and will be with the department for a year.
- Recruiting three new faculty members this spring; an associate professor of school psychology, an assistant professor of educational psychology, and an assistant professor of qualitative research.

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

- Awaiting approval of the narrative summary for the search in Math Ed. Strong applicants in the pool, at least one on the primary list is a minority.

Office of Computing and Communications (James Remington reporting)

- The department is now fully staffed with the hire of Steven Lewis. Scotty Warden has been hired part-time and is working a couple of days a week.
- James will be soliciting the departments to identify topics for training. He will be putting together training for faculty and staff to improve the technical expertise in the college.

Adjourn

Dean Rider thanked the council and the meeting was adjourned.

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