

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

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, Dulcie Peccolo, James Remington, Bob Rider, Shawn Spurgeon, Dixie Thompson, Jay Whelan

Present: Randy Atkins, Sherry Bell, Susan Benner, Ralph Brockett, Bob Cargile, Paul Erwin, Jeff Fairbrother, Gayle Mathews, Norma Mertz, Mary Jane Moran, Dulcie Peccolo, James Remington, Bob Rider, Dixie Thompson, Jay Whelan

Welcome

Dean Rider welcomed the council and opened the meeting.

Approval of Minutes

Dean Rider asked for a motion to approve the minutes from the September 12th meeting. Dr. Norma Mertz moved to approve the minutes, Dr. Dixie Thompson seconded, and all were in favor. The minutes were approved.

Announcements

Dr. Benner announced that on Oct. 28, 2014 we will have the Goodrich Lecture. Dave Berliner from Arizona State University will be here, very well known in the field of Education.

Dean's Report – Bob Rider reporting

- Council of Deans – Elements is a new software that UT is going to start using. A couple of our departments are piloting, we will be going through an orientation on the use of Elements.
- Administrative Team Orientation, you should have received a “Doodle email” from Melanie Finnegan (Dr. John Zomchick’s Assistant) requesting the days and times you will be available. Dr. Rider asked Dr. Mertz to let him know if she didn’t receive the email.
- UT has launched a new scholarship program to which Dr. Rider emailed information to everyone, let him know if you did not receive it.
- We are going to advertise this out front - If a student gets certain GPA or ACT score he/she may be qualified for a certain amount of money. The higher their academic scores the more money they will receive. When they get their “Acceptance letter” it’s going to let them know their scholarship and the amount of money they will receive. We are hoping this will help us be more competitive with our peer institutions.
- Each college has internal scholarships that it awards after the student arrives, however, this will let the Freshman students know before arriving on campus they have this amount of money as a University Scholarship, but they will still be eligible for departmental and college scholarships as well. More information will come later, Dr. Rider has a PowerPoint that he will send to you in case you are interested, and it provides more of a breakdown.
- We are still on schedule for a “Merit Market Salary Pool”, we should be notified sometime in November and we will go through a similar process as we have in the past where we will decide how best to allocate that. Dr. Rider recognized that the council is busy meeting with faculty for their annual evaluations. He suggested that this could serve as the example for how you might rate your faculty, there is no across the board. This is about rewarding our finest faculty and

staff colleagues to make sure that we make every effort for retention and to compensate and reward them for their good work. These will be for people who are truly meritorious and it is up to you to decide who those people are. Dr. Rider will send more information to you as soon as he gets it.

- We will be the only state institution who will have this program in place this year.

Associate Deans' Reports

Dixie Thompson reporting

- Promotion and Tenure – we had a really good meeting a couple of weeks ago with the “pre-tenure” – thank you to all who attended and participated, it was a good session.
- Dr. Thompson is in process of looking at all the questions and issues that were brought up in that meeting. She will be compiling information to share with Dr. Rider first and then will send to the faculty. A lot of good questions and issues were generated and feels it is going to be fantastic.
- The promotion and tenure committee met and Dave Bassett is going to chair that committee. A couple of emails have gone out to you regarding issues about the committee’s work and the supporting materials.
- Information was distributed that has dates, these are related to timetable, the professional development awards and curricular submission dates
- Elements – Software that is going to be useful in looking at different aspects of a faculty members work. There are lots of modules in “Elements.” The first one we are going to look at is the scholarship piece, particularly the publication piece.
- Each faculty member in your department will have an Elements site created for them
- There will be an automatic feed using their name that will generate a list of their publications. Each faculty member will be able to go in and approve their publications on the list and identify which publications are truly theirs and then it will generate a list.
- Teaching module. We hope a feed from banner can be created. There will be a module that will look at what extra funding they get. There are many modules; we are going to work at it piece by piece. They have started this in the College of Business and it is working well. It does require some faculty help because they have to be able to go in and identify their publications. We can provide them with education that can make it an easier process for them. Helps with reports on how many publications your faculty produced in the past three years.
- This is not to be used for annual reviews or anything else right now.
- You will be able to enter information, it will not pick up presentations, conferences etc.
- John wants those in leadership roles to determine a common language and messaging that we want to use as we encourage our faculty to get involved with this.
- Dr. Thompson is not sure when this will happen, maybe early November.
- Compliance Assist and SACS – updated software, everything has been rolled over, you are to go in and check that everything is as you expect it, that your reports are there etc. You should have received the information from Mary Albrecht within the last couple of weeks. If you are having any problems let Dr. Thompson know.
- Dr. Thompson and Millie have been working on a report from Denise Gardner, it’s an Excel spreadsheet asking which majors were in our college, it was an amazing and shocking list in terms of the data they have to deal with. They still had Physical Education as a major that students could take at UT, based from 1980’s.
- Trying to figure out what is real and what is not. Dr. Thompson and Millie are trying to give them the current majors. When they get it to a point where you can respond to it she will send it to you to make any corrections needed. Look for this sometime this semester. If we can get this right then the people in OIRA can generate reports that are going to be meaningful to us. They are checking against the undergraduate and graduate catalogs.

- Changing name of a major, please don't unless there is a really good reason to do it. It's a big implication on back end when you change the name of a major. It impacts concentration level. You want reports based on concentration.
- Department head's information sheet passed out. Dr. Thompson meets with Associate Deans once a month. Annual performance review template, most departments use their own.
- Dr. Thompson passed out a draft of what we might ask faculty to use. Please give feedback on this.
- "Elements" is not ready to do all this for us. Eventually we want them to do this, maybe in a couple of years. Right now we want to get the banner feed working so we can get the right teaching assignment for each faculty member. Are these the things you want to see from your faculty each year, are these the right elements? Please give her feedback on this.
- The last 2 weeks of October Dr. Thompson will be out of town with Susan Martin. They are going to Japan, Shanghai and Hong Kong. There are schools there we already have agreements with. Dr. Thompson has talked to some of you already and will meet with others as well. In the next few days you will get an email asking if there are questions you want her to ask or issues you want her to be on the lookout for.
- This will be a fact finding tour and trying to understand what these foreign institutions want from a place like UT. Agreements, student exchanges, research exchanges. What is it they are looking for? She will send which institutions we already have an agreement with.
- Dr. Fairbrother brought up issues with bringing people here and setting them up with housing. Housing is in a crunch for spaces, looking for a firmer financial commitment, paying for the rooms in advance so they can justify blocking them out for a semester or half a semester. If that is the way it works we may not be able to do this anymore. We may need to discuss this at higher levels. Dr. Thompson asked Dr. Fairbrother to forward email about housing to her.
- Dr. Moran reported that lodging in general is a huge issue and is very expensive and/or complicated.

Susan Benner reporting

- Bonnie Maples had her first "Word Press Support Group" which was very well attended and received. It was not well attended by our University; there was not a representative from every single unit. In addition to the very large group there has already been a small catch up group. She will coordinate and bring in guest speakers. The idea is that they will meet "as needed" but probably once a month. Please give any feedback you can about the first meeting if you attended. Dr. Benner thanked everyone for coming.
- Director of Marketing and Communications is challenging. We have accumulated approximately sixty additional applicants since our first round of interviews.
- In the process with the search committee of sorting through those next week. Dr. Benner feels that there is one strong candidate and a second viable candidate. The feedback from the search committee remains incomplete.
- When we do identify one or two more for the interviews, we will need to restructure the interview process because the session for Administrative Council and open session for the entire college were not well attended, we need better attendance.
- Dr. Moran suggested giving more lead time.
- Dr. Thompson suggested one session where each department sends at least one representative
- Dr. Whelan suggested that when you have a window to let the committee know so they can leave open time for the interview. Tuesdays and Thursdays not good days because of teaching.
- Travel – Diane has update that is on SharePoint. Information was distributed. There will be some versions of faculty and staff refreshes, details need to be ironed out. It will be less than it has been in the past. James will send information as he gets it.

- Education – Bill Wishart and Dr. Benner got the NCATE rejoinder submitted September 30th for an October 1st deadline. The NCATE review approved all of our initial Licensure programs for 7 years, but wanted more information about the advanced programs, which are our Graduate programs. We have supplied them with this information and hoping they give them another 7 year accreditation, if not we will be given an 18 month focused visit. Site visit council meets in October. Dr. Benner is hoping to have the results before Thanksgiving.
- Kingsport city schools solicited competition for a “Teacher Leadership Graduate Program” to all universities around the state that offered teacher education programs. We have submitted a proposal to them and we are the chosen school to partner with Kingsport City Schools.
- Graduate School of Education has a subcommittee on student recruitment and we are almost ready to release a survey through “Qualtrax” to our current students. The survey will address climate and culture within their programs related to the school race ethnicity, sexual orientation, disability etc. If you would like to see a version of the survey, Dr. Benner will be glad to share it.
- Research One Education Deans – “Higher Education Opportunity Act” is up for reauthorization. This particular piece of legislation includes a title that directly controls a lot of teacher education. Teacher Education programs have to report to the Federal Government a lot of details. Another title within this is “Financial Assistance for Teacher Education candidates”. The proposed rule from two years ago includes a lot of Federal Reporting and encouragement of expectation that states will rank all of their teacher preparation programs and that there will be winners and losers. The low performing programs will be shut down and high performing programs will be rewarded and encouraged.

Development Report – Randy Atkins reporting

- Thank you for all who attended the student awards celebration and all who helped. Special thanks to the Student Services Office and Dulcie Peccolo and her staff for helping. Attendance was really good.
- Shawn Spurgeon was great and did wonderful job
- The Development Report was distributed. The college fund and annual giving are doing really well. We have a lot of support outside of college. A lot of focus on getting the alumni participation numbers up.
- Proposals – 11 representing – \$1,275,000
- Gifts secured: \$400,000 total in gifts from several donors
- Gift residing in KRSS that came from multiple sources. Dr. Fairbrother reports the gift is called “Joan Cronan Lady Vol Endowed Graduate Fellowship”, funded by a group that is called “Friends of Joan Cronan”. In recognition of her contribution to Lady Vols Athletics over the years. It only took about a month to get to \$50,000. We are going to award the first one this year. We have been put on agenda for the dedication of the volleyball facility which is going to be named for Joan Cronan. Raven Chavanne – is the recipient for the fellowship. She plays for US softball. She was an All-American who played here. She wants to get Olympic Softball reinstated and play on the 2020 team.
- Randy recognized that Dr. Fairbrother has done a great job in making this happen quickly, with Dulcie Peccolo’s support.
- The dedication is on Friday, October 24, 2014
- The Development report, several of the colleges have had some really good years in the past, we were ahead of some of the colleges last year but this year we are not.
- Important Dates: Big Orange Give ends tonight at midnight. This is a social media campaign. The goal for our college was \$15,000, last year we raised about \$8,000. We reached our goal last night! The website will show totals for each college.
- Homecoming Parade – The grand marshal is Dale Bryant and he is bringing Sandra Lee from the Food Network.
- Dr. Fairbrother praised Randy for doing a wonderful job with the awards ceremony

Student Services Report – Dulcie Peccolo reporting

- Students with high risk factors report was distributed – please use caution on how you share this information with staff
- Advising appointments are 3 weeks out – encouraged to call ahead – the new online system is working good
- The Fall semester advising assessment has started
- Commencement – the date has been changed for Undergraduates to Friday, May 8th at 6:00pm
- Graduate Hooding is Thursday, May 7th at 8:30am. Dr. Rider asked everyone to nominate an alum to be a speaker for next year's Commencement.
- Living and learning community is doing a great job – A Teacher Licensure panel came and spoke to them and they had a good response
- Accolades came back from the printer and has gone out to the 8500 on our mailing list
- The Land Grant deans mailing was put together and finished
- The College mailing has been completed
- Cassandra is working on next year's issue – we are asking each department to identify an alum to be featured and are planning to tie this in with the Dean's letter.

Budget Report – Gayle Mathews reporting

- The College has received our F&A – the total F&A is down \$140,000 this year. Gayle has not received the detail yet but will distribute your F&A as soon as she receives it.
- You should have already received your start up, self-funded, and First Year Studies carry over from last year.
- Centrally funded – we should hear soon if we were approved – maybe by the end of October. Our college did have over 3% (automatic).
- We have done four IRIS training classes for the five departments on the Education side, it was well attended. The trainers were really good and we had about 19 people who attended each class.
- We would like to start having college wide training or open sessions with the Business office staff or speakers from other offices come and get together within the college the financial and HR people to feed off each other and ask and answer any questions needed.
- James did a great job putting IRIS on all computers in the Tech Lab.

Research/External Funding – Bob Cargile reporting

- A report of all we have been awarded from the beginning of the fiscal year through the beginning of September was distributed
- Last fiscal year we raised a little over \$11 million
- We still have several proposals that are in the process
- Proposals are up over the last year and money is still coming in
- The State wants us to participate on a proposal to DHHS and we have submitted our proposal with them for about \$600,000 in one year
- The first round of Sci-Val Training is complete – we had fifteen people who attended and it went well. The next group is November 3, 2014 for the second session, please make sure you pre-register.
- F&A is down, which Gayle mentioned. We expected this and expect that next year it will go back up because our awards are going up.

College Senate – Shawn Spurgeon reporting

Was not able to attend

Departmental Reports

Educational Psychology and Counseling (Dr. Ralph Brockett reporting)

- We received 2 grants for the Rehabilitation Counselor Ed Program that was done jointly with TPTE with Dave Smith, both are training grants. One that Dave Smith and Amy Skinner worked on was funded for \$1,000,000.00 over 5 years. The other that Dave Smith and Patrick Dunn worked on was funded for \$750,000, it is geared toward deafness, there will be a certificate given for this and it will be taught by ASL (American Sign Language)
- Our school psychology program received good news from the American Psychological Association – they approved the program for 7 years, they had a very strong review.
- Counselor Education program was also re-accredited

Public Health (Dr. Paul Erwin reporting)

- 2 active searches currently, one we are close to making an offer
- We are in the middle of our 2nd year of self-study for reaccreditation for MPH program, a 7 year accreditation cycle; accreditation is scheduled for October 2015. We have had a good response from undergraduate students, a lot of positive comments.
- Status of the DRPH – Dr. Erwin checked with Katie High and we had submitted through THEC, she reported that it is still with them but to move forward with all of the CRC submission. We have our CRC document complete and ready to submit to graduate CRC.

Nutrition (Dr. Jay Whelan reporting)

- We are working with Dr. Erwin and his department on curriculum changes that overlap with Public Health and with our dual and thesis programs. Dr. Erwin and Kathy Brown did great job and thank you to them for working with us.

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

- 2 active searches one faculty and one staff
- This week Robin Brookshire, Early Learning Center Director, is in Haiti. We have a collaboration with Art and Architecture on the build of a new Early Learning Center there.
- We just kicked off communication of our “Summer Institute” that will start in early June. The focus is on young children as scientists. It will showcase a national exhibit that we are bringing in on children as scientists. Tailored to Early Childhood Teachers and students

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

- We submitted our Mid-cycle academic program review report on Monday
- Launching our first “Inaugural Recognition Ceremony”, we will honor three outstanding alumni, three outstanding collaborators and three outstanding community advocates for education along with a couple of student faculty awards that we usually do in the fall. This will be held right before the Goodrich lecture. The response has been really good.

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

- 2 faculty searches, both are close to making a decision
- Staff searches, one staff member has already retired and one is leaving at the end of December.

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

- Ed Leadership has 2 faculty searches, Director of Center for Educational Leadership (primary search) and a faculty position (holding off for National Conferences), we are hoping to finalize by the beginning of November.
- Undergoing a program review for the college Student Personnel Program and the Higher Ed Administration Doctorate, a THEC 10 year review in the spring.

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

Was not able to attend

Adjourn

Dean Rider thanked the council and the meeting was adjourned.

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