

**College of Education, Health, and Human Sciences**  
**Administrative Council Meeting**  
**Friday, September 11, 2015**  
**MINUTES**

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**Council Members:** Randy Atkins, Sherry Bell, Jim Bemiller, Susan Benner, Ralph Brockett, Bob Cargile, Paul Erwin, Jeff Fairbrother, Ann Fairhurst, Gayle Mathews, Norma Mertz, Mary Jane Moran, Julie Morris, James Remington, Bob Rider, Jamia Stokes, Dixie Thompson, Jay Whelan

**Present:**

Randy Atkins, Sherry Bell, Susan Benner, Ralph Brockett, Jiangang Chen, Joel Diambra, Jeff Fairbrother, Ann Fairhurst, Gayle Mathews, Norma Mertz, Mary Jane Moran, Julie Morris, James Remington, Bob Rider, Shawn Spurgeon, Jamia Stokes, Dixie Thompson, Jay Whelan

**Welcome and Approval of Minutes**

Dean Rider welcomed the council and opened the meeting.

Dean Rider asked for a motion to approve the minutes from the August meeting. Dr. Norma Mertz moved to approve the minutes, Dr. Sherry Bell seconded, and all were in favor. The minutes were approved.

The minutes from the April meeting had not been approved by the Council, so Dean Rider asked for a motion to approve them. Dr. Dixie Thompson moved to approve the minutes, Dr. Ann Fairhurst seconded, and all were in favor. The minutes were approved.

**Announcements**

The Goodrich Lecture is scheduled for Tuesday, October 6, at the Crowne Plaza. Reception is at 5:00 and the lecture is at 6:00.

The Pre-Tenure Reception is on Wednesday, October 7, 3:00 p.m., at the Holiday Inn World's Fair Park. Newly tenured faculty will be invited to facilitate the conversation and share their experience with the new pre-tenure faculty.

**Dean's Report *Dean Rider reporting***

Dean Rider recently attended a meeting with EAB. The discussion was on strategic reallocation and using data driven decision making. There is a need to be diligent about allocating resources and remaining sustainable. This will be ongoing topic on campus.

Dean Rider has been asked to do a presentation regarding professionalism to the Council of Deans. He cited a recent article from the *Academic Leader* newsletter that discussed civility and professionalism in higher education. Dean Rider will share with department heads the article and information he pulls together for the presentation.

**Associate Deans' Reports**

***Susan Benner reporting***

*Marketing and Communications (Jules Morris reporting)*

- The new web template for the college is in review with Communications. It should launch soon.
- Accolades – Content has been gathered and it is now in design mode.
- Marketing workshop went well; almost all departments and centers were represented. The topic was developing a culture of content sharing.

The Goodrich lecture is scheduled for October 6 at the Crown Plaza. The speaker is Anthony Bryk from the Carnegie Foundation. His field is improvement science, so his lecture should be interesting to a wide group of people.

Travel reports are on the SharePoint site, to see department allocations and GSS applications by department.

The deadline for Professional Development awards is today. There was a policy change for this process which was not communicated well. The files for PD are on the SharePoint site.

### **Dixie Thompson reporting**

Chris Cimino recently sent an email about security cameras. OIT is now the main point for contact to install cameras. The cost of installation and continued activation of the camera is the responsibility of the unit requesting the camera.

Tenure and promotion workshops start this week. Dr. Thompson is attending one this year to keep current with the information being given. There are changes in documentation procedures that department heads need to know. For annual and retention reviews, include the form and any narratives that were written that year.

STRIDE meetings for search committees start today. Dr. Thompson is attending one meeting to know what the committees are hearing. The schedule for OED meetings for search chairs was emailed yesterday.

Robert Nobles will be holding a lunch series on responsible research. The series is covering a wide variety of topics. Information is available at the ORE website, <http://research.utk.edu/events/categories/workshop/rcr-lunch-series/>.

Bob Cargile is coordinating the Campus Chest campaign for CEHHS again this year. The campaign will be starting soon.

It is almost time for Spring registration. Proof copies were due this week, go live date is September 28, and registration starts October 13. Make sure changes are made as soon as possible.

Curriculum deadlines are approaching. Undergraduate is due September 18, with review and changes until September 28. Graduate is due October 16, with review and changes until October 26.

### **Student Services Report *Jamia Stokes reporting***

Student Services is gearing up for Spring registration. Department heads were copied on communication sent out to advisors. Walk-in hours are being planned for the week prior to Thanksgiving.

EURECA is scheduled for the week of April 11. This is the exhibition of undergraduate research. There will be two nights of judging. Faculty judges are needed, or advanced graduate students. CEHHS has been strongly represented in the past and the hope is to increase the number of participants this year. Because our college is so diverse, there needs to be discussion about the right categories for the students to be judged.

Spring Commencement is scheduled for Saturday, May 14, 5:30 p.m. It is the very last commencement session. The date and time are tentative for now; final times will be communicated as soon as they are received.

Jamia and her team have been meeting with departmental undergraduate advising coordinators. The meetings are going well.

The Graduate Student Advisory Board is completely full now. Four representatives will be attending the Dean's Board of Advisors meeting to speak to them about what they do as a student advisory board.

Open mic night with the deans is scheduled for Tuesday, October 27, 4:00-6:00 p.m.

**Budget Report *Gayle Mathews***

The business office held their second college-wide workshop recently. Twenty five staff members attended, representing all but one department. Updates were given the first hour and the second hour was spent on fee waivers. The next workshop is being planned for November. That meeting may be devoted to ledger reconciliation, as that is a timely topic right now.

Fee waivers are being handled differently now. The waivers are being charged to the same account as the student's pay. This is a change for departmental accounts. Transfers need to be processed to charge centrally funded waivers to the Provost's office. There are 176 waivers in the college that were charged to the accounts in August. The accounts will have a deficit until the money is transferred. The process for transferring the money has not been finalized.

Departmental accounts will also show a deficit for merit increases until that money is transferred, too.

DE and summer school money has been received by the college and should be distributed to departments by the end of the month.

The college requested 3% carryover, plus an additional amount. Gayle is hoping to hear decision by the end of the month.

Allocations/reallocations spreadsheet is due in the Dean's office by the end of September 30.

First Year Studies carryover is posted.

Start-up carryover is not posted yet, but should post by the end of September.

Let Gayle know of any other unusual commitments promised by the Provost's office. She needs to submit a list to them.

**Research/External Funding *Bob Cargile reporting***

No report this month.

**College Senate *Shawn Spurgeon reporting for Jim Bemiller***

The Senate had their first meeting on August 26, and welcomed new senators. The Senate will be working on defining term rotations, updating the website, revisiting the bylaws, and discussing civility/professionalism as expectations for faculty.

**Development Report *Randy Atkins reporting***

Handouts – Development Report and department head handout.

The number of donors and dollars raised are up this year. Gift solicitations are just under \$900,000. Generous donors have given gifts of just over \$1 million.

The Journey to the Top 25 Campaign is at 48% of goal. The steering committee met this month via conference call. Dr. Joe Johnson is the de facto chair. Some colleges are kicking off their public campaign this fall. CEHHS is targeting next year to kick off the public campaign.

The Board of Advisors meets this month. The involvement of the Administrative Council is appreciated. Department heads are invited to the sub-committee luncheon (department head handout of committee members) and evening reception on Thursday. The Board will also be hearing from faculty and students on Friday.

The Student Awards Celebration is also this month. Representatives from the departments are encouraged to attend.

### **Departmental Reports**

*Public Health (Dr. Jiangang Chen reporting for Dr. Paul Erwin)*

- Searching to fill staff position; accounting specialist
- There is increased interest in the Public Health undergraduate minor

*Nutrition (Dr. Jay Whelan reporting)*

- Proposal for research regarding redistributing calories

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

- Starting a search to replace Dr. Priscilla Blanton who is retiring

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

- Recognition ceremony will be in conjunction with the Goodrich lecture; 4:00 p.m., October 6
- One search in Social Science Education

*Educational Psychology and Counseling (Dr. Ralph Brockett reporting)*

- Four searches; school counseling, evaluation and statistics, and two in adult learning

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

- Last candidate for the tourism position was on campus this week; hoping to offer soon
- The new Rocky Top collegiate line is available at Walmart

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

- Two searches are starting
- Finalizing hiring an assistant professor of practice to start in Spring

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

- Patrick Biddix is in Canada on a Fulbright Scholarship
- One search; director of the Center for Educational Leadership

### **Adjourn**

Dean Rider thanked the council and the meeting was adjourned.

**Next Administrative Council Meeting  
Friday, October 9, 2015  
10:00 a.m. – 12:00 p.m.  
412 Claxton Complex**