

# MINUTES

## College of Education, Health, and Human Sciences Administrative Council Retreat Wednesday, August 10, 2016

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

### **Present:**

Randy Atkins, David Bassett, Sherry Bell, Susan Benner, Ralph Brockett, Bob Cargile, Paul Erwin, Jeff Fairbrother, Ann Fairhurst, Jud Laughter, Gayle Mathews, Norma Mertz, Julie Morris, James Remington, Bob Rider, Jamia Stokes, Jay Whelan, and Moran, Juli Sams attending for Mary Jane Moran.

### **Welcome and Introductions**

Dean Rider welcomed the council and opened the meeting. Dr. David Bassett was introduced as the interim department head for KRSS; filling the spot vacated by Dr. Jeff Fairbrother. Dr. Jud Laughter was introduced as the president of the College Senate for this academic year. Dr. Juli Sams was introduced from CFS; she was representing Dr. Mary Jane Moran who was out-of-town working. The council members introduced themselves for the benefit of the new members.

### **Approval of April Minutes**

Dean Rider asked for a motion to approve the minutes from the April meeting. Dr. Benner moved to approve the minutes, several members seconded, and all were in favor. The minutes were approved.

### **Announcements & Dean's Report – Bob Rider**

The strategic plan is nearing completion. Metrics are being decided for the initiatives. Jules Morris is working on the print communication piece.

Thank you to the department heads for getting merit increase information turned in in a timely manner. Gayle Mathews was able to submit for the college ahead of deadline. We received the news last week that all recommendations were approved. This week it is being entered into IRIS and employees are being notified. This year there was a 3% pool. Some specific positions were able to have increases this year to bring them closer to market.

Clinical faculty and lecturers need to have evaluations on file if they are going to have merit increases. The Faculty handbook is vague about evaluations for clinical faculty and lecturers, but it is better to error on side of caution. Please include them in your evaluation process next year. The timeline for non-tenure track faculty evaluation is on the Provost's website, <http://provost.utk.edu/evaluation-calendar/>.

This is the sixth year that the university has had money for merit increases. When the State approves merit increases, the university must come up with half of the pool money. Not many universities have had merit increases over the years. Chancellor Cheek deserves our thanks for making this a priority each year.

Department heads should also give praise to the faculty for the work they do on a daily basis. A word of praise can be as valuable as a merit increase in some instances. Dean Rider stressed again that it is fine to give ratings of "meets expectations." Most people fall into this category. Ratings of "exceeds" and "far exceeds" are for those who go beyond what is in their basic job description. They are given basic pay for doing their job and meeting basic expectations. Merit pay is for those who are exceeding and going beyond their basic responsibilities. How they exceed may be different depending on the person. Some may contribute greatly to the cohesion of the department and some may be super-star performers producing far more than expected. The faculty evaluation process begins in the fall semester. He is open to discussing this with department heads and will bring up the topic at the department retreats.

Chancellor Cheek will be stepping down once a replacement has been found for him. Dr. Steve Mangum, dean of Haslam College of Business, is chairing the search. The target hire date is January 1. Dr. Cheek will be joining the faculty in ELPS next fall after a sabbatical.

Provost Martin has stepped down and Dr. John Zomchick has been named interim provost and senior vice chancellor. Dr. Matthew Theriot has been named interim vice provost for faculty affairs, taking the post vacated by Dr. Zomchick.

US News and World rankings are being announced. Our college has been included in the rankings, mostly because of the GSE. Dr. Benner and Bill Wishart do a good job of submitting the data. Our college is unique in the combination of programs. As a whole, it is difficult to compare CEHHS to other colleges.

Jennifer Richter reported at the last COD meeting regarding sexual assault prevention. Dean Rider will send out the information she provided. The Council may be in a position to report something they see or hear. They are legally obligated to report, letting the person know they are. This is mandatory information to include on course syllabi.

As you are aware, Dr. Thompson is now at the Graduate School. She hit the ground running. The deans are scheduled to meet with her next week. Millie Cheatham has joined her at the Graduate School. Her position will be posted and filled soon.

The Faculty Senate has included a diversity resource page on their website, <http://senate.utk.edu/diversity-at-tennessee/>. The University system also has a diversity officer to keep diversity efforts going on the system level. The Knoxville campus has lost the funding for the diversity office for campus efforts.

### **Associate Deans' Reports**

#### **Susan Benner**

The recruitment committee has been functioning for 3 years. Their focus is the help strengthen the depth, quality, diversity of the graduate student applicant pools. This year they sent a doctoral student from TPTE to recruit at the McNair Conference. This fall there is a conference in Atlanta, Black Doctoral Network. An EPC student is attending.

Dr. Benner convened a meeting with representatives from around campus who have diversity responsibilities. In that meeting she learned of a Graduate School initiative called Prospect led by Yvonne Kilpatrick. An information session about Prospect was held for the entire college recently. Most departments were represented. Prospect is a companion software to go along with the admissions software Admit. It is used to communicate to people inquiring about your programs on your website. An inquiry form will be added to the GSE website and departments are encouraged to include one on their websites. It is a flexible customer relationship management software program that has uses beyond automated responses to inquiries.

Along with these efforts, Dean Rider reminded department heads about the Future Faculty program. This year KRSS has sponsored a doctoral student to attend. Attendees are from underrepresented populations and give departments leverage with opportunity hires. Be thinking about this for next year.

The GSE is hosting its first fall orientation. The committee planning it has 5-6 students on it and they have done a great job planning. It will be a broad agenda including campus and community information. This is being done in response to a survey which showed students want to meet others outside of their program.

The curriculum center on the fourth floor of Bailey Education Complex (BEC) is in the process of going online. In 5 years it will be completely online. Use of the space will be changing. The back room will be graduate student lounge. Students will be able to reserve the space for dissertation presentation practice and other uses.

Travel funds are becoming more equitably distributed (handout provided on SharePoint site). The form to request travel funds is going online with an automated approval process. James has been working on this using SharePoint. There is no database behind it right now so it cannot collect information to report. It is similar to a fillable PDF form. Improvements may be made in the future to this process.

The SARIF travel funding process has changed and moved online.

Be ready for the tech fee request that will come in the spring. There will be a short turnaround time.

Dr. Johnnetta Cole is scheduled to be the speaker for the Goodrich Distinguished Lecture Series this year. The lecture is on October 4.

Dr. Benner is the co-chair for the Commission for Blacks. The UT faculty is 80-90% white. There is a need to network with at-risk populations. She is putting together a proposal for a faculty networking support structure, similar to STRIDE. Discussion ensued regarding ways to recruit minority faculty to the university.

*Jeff Fairbrother*

Several handouts were distributed—guidelines, due dates, etc. Please check the dates and times and share with representatives as needed.

SACSCOC – department reports are due to the college on September 15. Departments have identified their SACS representatives and their names have been forwarded to Mary Albrecht.

Graduate education – degree audits will be coming for graduate education at some point in the future. The system is u.achieve and will interface with Banner. It will provide real time information to advisors helping students to stay on track. Expect some work to be done to make program descriptions specific enough to be encoded by programmers. This brings up the issue of how laborious the CRC process is. This is an alert that the Graduate School will be asking that catalog language be made more specific in the future.

The default advisor in Banner is Dr. Fairbrother. Departments are doing a good job of communicating to students so they know who their advisors are. The Graduate School is still working on correcting this issue in Banner.

Exceptions for 600 continuous enrollment are for students who may have situations, such as an intensive internship, that makes working on their dissertation an unreasonable expectation. Other reasons may require a leave of absence.

Graduate student orientation is August 9, and GTA orientation is August 11.

Requests to increase GA's (GTA, GRA, etc) above 50% will be capped at 65% due to the ACA. The process to request anything above 50% remains the same.

Undergraduate education – a new attendance tracking system was rolled out this summer. It is being used for more than just Title IV. Notices are sent out each semester with instructions on how to track attendance.

The spring drop/add date is being changed due to MLK day. Deadlines will be announced.

UT Teaching Guide has been updated. Course syllabi should be distributed on or before the first class meeting.

CEHHS success rate (freshman retention) was 99% overall last year. CEHHS completion rate for 100-level courses was 96% compared to 87% for UTK. Completion rate for CEHHS first time freshman was 95% for courses of 100+ (UTK 86.5%). Completion rate for CEHHS first time transfer students was 93% for courses of 40+ (UTK 86%).

The general education task force should have a formal proposal by mid-September. Emphasis will be on experiential learning and integrating the broader goals of general education into course content in disciplinary areas. There may also be a capstone experience as well as using experiences that are not formal courses.

Fair Labor Standards Act – there is an exemption for academic advisors written into the new guidelines. Mary Lucal and HR are contacts for questions about FLSA.

September 1 is an academic closing day for campus due to the Thursday football game. Please be aware of the change in dates for the end of the semester, [http://registrar.utk.edu/academic\\_calendar/AcadCal16-17.pdf](http://registrar.utk.edu/academic_calendar/AcadCal16-17.pdf).

Textbook deadlines have been moved earlier to comply with federal guidelines. Notices have been emailed. Please be aware of the change and comply with the new dates.

CEHHS transfer students enrollment “yield” rate has been at 85-90% for the last two years. Most CEHHS departments are seeing a drop in first time freshman enrollments. Nutrition and Special Education have seen increases.

Please see handouts for CRC and Timetable calendars, training, and deadlines.

Department representatives need to be identified for Elements. Send the name and email address to Dr. Fairbrother. Work is being done on a grants module. Workshops for fall will be announced soon. Please encourage faculty to continue to add their work, especially moving forward.

New faculty orientation is August 11. See handout for promotion and tenure dates and committee representatives. Faculty search procedures are similar to last year (OED meetings, STRIDE training). Search paperwork must be approved through the Provost's office and OED for the position to be included in the Chronicle of Higher Education advertisement for the college. September 23 is the college deadline for the Chronicle ad.

Department heads may want to keep low enrollment courses as a topic of discussion in their meetings. See handout for topic points.

Please contact Stephanie Galloway in the Graduate School to give her department point of contact information for students who are falling below in academic standing.

### **Budget Report – Gayle Mathews**

SIF funding was received on the last possible day for FY16. This cleared the year-long deficit.

Year-end has not closed yet. Carryover deadlines have not been received. Gayle will share as soon as she knows.

Summer incentive funding should be received next month.

The current moving expense minimum may be too low for faculty moving longer distances. There is also variation in how each move is approached. A minimum may still have to be set, but judicious negotiation could also be used at the time of hire. Remember that CEHHS also pays taxes on moving expenses, so factor that extra cost in the total. The moving expenses may be added to the initial offer letter from the Provost's office so that a separate letter is not required. A college-wide policy should be set by the time that searches are at the point of hiring.

There were carryover requests for start-up balances for most faculty last year. That means they are not using it in the year they say they will. Encourage them to use it as planned throughout the year. The Office of Research and Engagement is looking at our large carryover.

F&A will be received in September or October.

FLSA exceptions – Dean Rider shared an email from the Provost regarding exceptions to the new guidelines. In our college it is mostly staff in centers that fall below the minimum for exempt status. Any increase in salaries will have to come from the grants that support the centers. Requests to change salaries need to be justified and sent to Dean Rider by September 16. There is an exception in the new guidelines for teaching, administration, and advising. Gayle has list of people affected.

The merit/equity process is complete; thanks to Gayle of her good work on that. Letters should be distributed as soon as possible.

### **Student Services Report – Jamia Stokes**

A packet of handouts was provided.

There have been a few changes in staff. Jada Russell is the new coordinator for recruitment and retention. Sharon Couch-Fikes is the new academic advisor for KRSS.

An overview of services was provided. They are ready to assist as needed for students and faculty.

Enrollment data was shared. Almost 700 students went through orientation this summer. Finding meeting space has been a challenge this year.

Enrollment reports give an idea of the number of students expected. The trend is down, but some students will change majors and will move to our college.

The incoming UTK class is 4,825 students; with 27 ACT average and 3.89 GPA. CEHHS students ACT average is 24.9 and 3.73 GPA.

Spring Commencement 2017 is set for Friday, May 12, 8:30 a.m., in Thompson Boling Arena. This is subject to change. More information will follow. Planning for 600 spring and summer graduates in 2017; 2016 was just shy of that.

The busy academic advising season is gearing up. On average approximately 2,400 students are advised through Student Services each semester.

Coordination of the Graduate and Undergraduate Student Advisory Boards is done through Jamia's office. The Graduate board oversees the graduate colloquium. Changes were made to the colloquium this year and feedback is being taken into consideration as they plan for 2017's colloquium.

Department and faculty advisor meetings are being scheduled in September.

### **Research/External Funding Report – Bob Cargile**

A handout was provided.

Proposals and awards for FY 16 are average. Funding received was \$15 million. Bob has reports for departments with more detail for them.

Please review the Continuity of Operations Plan (COOP), especially the contact list. Please provide changes in contact information to Bob and Beth by September 30.

The summer was busy with new faculty submitting proposals. This is a good sign of their future productivity.

Please remember that ORE strongly encourages proposals to be submitted 5 days prior to the submission deadline. The chances of a proposal being accepted declines when there is not enough time to review it and make changes if needed.

Bob will be offering training on CAYUSE. Let him know if you want him to hold training for your department.

### **Marketing & Communications Report – Julie Morris**

A handout was provided.

Still building marketing foundations, but this is the year to move forward with more structured strategies and connecting the dots creating a cohesive message for the college and departments.

Jacob Rudolph is the interim vice chancellor for communication. He is filling the position vacated by Margy Nichols. Jules is meeting with him this week.

Great strides have been made in content. A culture of sharing is building in our college. The departments are sharing content and it is being used on the college level for the website and social media.

The college was featured in 21 news releases so far this calendar year. See handout for list of placements.

Four departments' websites have been launched with the new templates and one more to launch soon. The other departments need to be started soon. Kudos to Bonnie for all the hard work she does for the college website and the assistance she gives to the departments.

Digital advertising has potential for recruiting students and faculty. This will be an initiative this year.

Jules is working with Alumni Affairs for an email blast. The university system is cumbersome and she is trying to find workarounds to make it easier. CEHHS currently does a quarterly newsletter. TPTE does a newsletter. Other departments can do newsletters if they are interested. Jules needs to know in advance to meet deadlines.

Great strides have been made to social media. Consistency and frequency is important for social media. Include your social media information on syllabi and any other information that is shared. This helps to increase the number of people following you on social media. Keep content fresh and meaningful—real stories of students and faculty are best.

New college folders are available in the Dean's office. We have a lot on hand!

Accolades photo shoots are being scheduled; should be finished soon and then going to publication.

The strategic plan is being tweaked and the high level version should be coming out soon.

Please provide print pieces to Jules and she will convert them to digital and share them on Issue. It is better than PDF.

Keep her in the loop when working on publications. She does not need to work on everything, but she does like to review them and know it is happening. Remember to keep consistency in your look for all communications.

New college t-shirts have been designed featuring each department on the back. They will be distributed to students the first full week of classes.

Updating the big boards in BEC on the third floor; they have not been updated in years. Pricing monitors for each building; to have consistent cloud based messaging from the college.

Training workshops have been well attended—84 people have attended design workshop. Bonnie continues to provide WordPress training; encourage staff to attend. This semester there will be training on social media. Let Jules know if your department needs something specific.

### **Development Report – Randy Atkins**

A handout was provided.

A great campaign committee for the Journey to the Top 25 has been established. We are over 50% of the goal. The most impacted priority of the college is graduate student support, which is at 165% of goal.

The Board of Advisors members are all well engaged with the college and all are donors to CEHHS and/or UTK.

Funding was secured for the director's salary for the Center for Educational Leadership. This helps with the goal towards faculty support.

The student award ceremony was held off campus last year for the first time. A large number of donors attended for the first time. Attendance overall was the largest yet for this celebration.

The Claxton family is involved with CEHHS. Mr. Phil Claxton has established a scholarship in honor of his sister and is involved in other ways, too.

Just over \$5 million was raised for the college last year. It was second highest year for donations.

Annual giving to the college fund was \$217,657 with 2,026 donors, up over the last fiscal year.

The Big Orange Give is the social media campaign held near Homecoming. It has grown over the last 3 years.

The Big Orange Family Campaign will be chaired by Debbie Archdale again this year for CEHHS. Participation by faculty and staff has increased over the last 3 years.

A new endowment has been established, the Dr. Greer Fox Fellowship, in Child and Family Studies.

Linda Starnes, CEHHS alumna, has been selected to receive an alumni service award. She is very involved on campus.

Save the date for the fall 2016 Board of Advisors meeting, September 15-16. Retail, Hospitality, and Tourism Management will be the featured department.

Dean Rider thanked Randy for his good work. Randy is at the top of productivity for campus development directors.

### **College Senate Report– Jud Laughter**

The Senate has not met yet this year. Dr. Laughter has been selected president for this year. No updates today.

### **Departmental Reports**

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

- Welcomed Dr. Amy Rauer to the department. She is already working on an external grant.
- Also welcoming the graduate student class; 26 pre-K students and 11 doctoral students.
- Dr. Brian Barber has submitted his intent to retire.

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

- Two new faculty members are being welcomed; Dr. James McIntyre has started and Dr. Jimmy Cheek is expected next year.
- Dr. Patrick Biddix will be the new associate department head beginning this fall.

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

- 21 students were taken to Italy at the end of May to study abroad.
- Students worked this summer on Rocky Top merchandise; available at Walgreens, Kroger, and Walmart.
- Most of the faculty attended conferences over the summer.

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

- Many student athletes associated with KRSS (past and present) are participating at the Olympics in Brazil.
- Dr. Scott Crouter has received a large grant; he has hired 3 GTAs.
- Dr. Coe will be hosting the North American Society of Pediatric Exercise Medicine. She is organizing their conference.
- Dr. Michael Nevett has been hired in the interim to fill Dr. Jeff Fairbrother's faculty line.
- Sports Management program has been ranked 10<sup>th</sup> in the US by Ed Universal. Sports Business International has ranked them 8<sup>th</sup> highest salary in the world for students 3 years after graduation.
- KNS student Alex Wong won the Phi Kappa Phi McDow scholarship for leadership service in academics.
- Korean visitors are here from KUSF; working to create a Korean version of the NCAA.
- Another group from Korea, KSPO (previously NEST), will be here attending seminars from KRSS and ELI.

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

- Dr. Michael Waugh retired at the end of June.
- Three faculty members working on post retirement contracts have finished.
- Four new faculty members have been hired.
- Strategic planning is almost complete; 4 out of 5 priorities have been approved.

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

- Welcoming 2 new faculty members; Anthony Pellegrino and Elizabeth MacTavish.
- Will be having 2 searches this year.
- Dr. Amos Hatch has submitted intent to retire.

*Public Health (Dr. Paul Erwin)*

- Received reaccreditation from CEPH for 7 more years. Our program is the oldest accredited program outside of a school of medicine or public health in the country.
- Held a 3 day workshop for the leadership of the Tennessee Department of Health.
- Two new faculty members; Kristina Kintziger and Robert Lieberthal.

*Nutrition (Dr. Jay Whelan)*

- 5 year mid cycle academic program review is this year; report has been submitted.
- Jessie Harris building is under construction; causing issues for labs.

**Adjourn**

Dean Rider commended the group; the faculty and staff are the reason that our students are getting better and better. He thanked the council and the meeting was adjourned.

**Next Administrative Council Meeting  
Friday, September 9, 2016  
10:00 a.m. – 12:00 p.m.  
412 Claxton Complex**