

**College of Education, Health, and Human Sciences**  
**Administrative Council Meeting**  
**Friday, March 11, 2016**  
**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, Jim Bemiller, Ralph Brockett, Bob Cargile, Paul Erwin, Jeff Fairbrother, Ann Fairhurst, Gayle Mathews, Norma Mertz, Mary Jane Moran, Julie Morris, James Remington, Bob Rider, Jana Spitzer attending for Jamia Stokes, 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 last meeting. Dr. Mary Jane Moran moved to approve the minutes, Dr. Sherry Bell and Dr. Jeff Fairbrother both seconded, and all were in favor. The minutes were approved.

**Announcements and Dean's Report – Bob Rider**

Vice Provost Hinde is encouraging department heads to pay attention to his email regarding Title IV verification. The university is at risk of losing funding if attendance records are not verified for this semester. Department heads will receive a list of instructors who have not responded to the Registrar's request. Please urge your instructors to respond promptly.

Vice Provost Hinde is asking department heads to nominate faculty members to participate in a half-day workshop to discuss the purpose and content of the General Education program.

Dean Rider formally thanked Dr. Dixie Thompson for her work in the college as associate dean. She will be moving to her new position as vice provost and dean of the Graduate School on April 1. We will be sad to see her leave CEHHS, but happy for her and glad that she will be in the Graduate School. The move will be good for her and our college. She is very knowledgeable and attentive to the needs of graduate students.

Going forward, Dean Rider plans to appoint an interim associate dean. Dr. Thompson has given advice on how the job should be constructed. He is open to advice and nomination considerations. He would like the process to be as open and transparent as possible. The most important requirements for the position are holding the rank of full professor, being tenured, and having a strong work ethic.

Provost Susan Martin will be stepping down to move back to the faculty in the Classics Department. There will be a national search and a search committee has been appointed. Dr. Hillary Fouts from CFS will serve on the committee.

UTK has recently received unwanted attention by the Tennessee state legislature and media. Chancellor Cheek says UTK will stay the course, welcoming to all and hostile to none. Diversity will still be a priority (for campus and college) and we will remain aggressive on diverse hiring.

An update about facilities outsourcing came out this week from President DiPietro. The university retains the option to opt out even after state costs are validated. Any contract (if outsourcing is chosen) will contain language prohibiting a reduction in force for any current, productive employee.

Chris Cimino is chairing the search committee to replace Margie Nichols, who is retiring. The search is a national search using Parker Executive Search firm.

Dates to remember have been communicated and the handout is available on the SharePoint site. First Lady Crissy Haslam will be this year's commencement speaker. She is a distinguished graduate of our college. The Educators Hall of Honor, Appalachian Spring, and the Board of Advisors meeting are all coming up in March.

### **Associate Deans' Reports**

#### Susan Benner

No report

#### Dixie Thompson

Dr. Thompson looks forward to continuing to work with her colleagues in CEHHS. She values everyone on the Council and will be available throughout the transition if anyone needs assistance. Millie and Gayle are good resources and things will continue to run smoothly.

Thank you for submitting Chancellor fellowship nominations. The deans have evaluated them and forwarded them on. Please notify Dr. Thompson or Gayle if someone turns down a fellowship so that it may be offered to another nominee.

Students are now registering for summer semester. Summer spreadsheets are expected in mid-May. "Freeze dates" for enrollments (to determine funding) are: May 11, mini-term; June 6, 1<sup>st</sup> session; June 10, full term; July 11, 2<sup>nd</sup> session.

Fall 2016 timetable is now live. Registration begins March 21. Please have instructors proof before registration begins. They may log into myUTK to see their schedules which can alert them to problems.

Spring 2017 preliminary timetable is expected to be distributed mid-June and due in mid-July.

Faculty and Staff Recognition Ceremony is Wednesday, April 17, at 3:00, in the Hollingsworth Auditorium (Ag Campus). Send Request for Faculty/Staff Recognition forms to Millie by April 1. Beth is collecting retiree, staff service awards, and books for author table. Jim Bemiller is collecting nominations for awards, due March 21.

New faculty orientation may be continued with the next associate dean. Bob Cargile and Jamia Stokes are willing to help to continue the orientation. More details to come.

Undergraduate catalog proof copies are due March 14. Graduate proof copy is to come.

Undergraduate and graduate council representative information is going out to the college for elections in spring. Also representatives for undergraduate and graduate CRC: undergraduate reps needed for CFS and TPTE; graduate reps needed for KRSS, EPC, and Public Health.

The CRC calendar for 2016-17 is tentative for now, but should be similar to this year. When campus dates are set, the schedule for the college will be circulated.

Tenure and promotion dossiers have been submitted to the Provost's office. Electronic copies of the committee's review and the dean's letters have been emailed to the department heads. Candidates will get hard copies.

Non-tenure track dossiers have been received in the Dean's office and the committee is reviewing. The dean will review in April and everything forwarded to the Provost's office on May 2.

Summer workshop for promotion and tenure may be held for the college, forward date and agenda suggestions to the next associate dean. Fall workshops for promotion and tenure will be held by the Provost's office. Encourage people to attend.

The calendar and manual for 2016-17 are not available yet, but expect similar deadlines as this year.

Please confirm names of P&T committee representatives for 2016-17 by August 1.

Timetable preparation training for departmental schedulers will be held Wednesday, May 18, 9:00-12:00. The session is to assist departments with the scheduling process changes that are coming. It is important for all the departments to be represented at this meeting.

Curricular preparation training for those involved in the process will be held Tuesday, August 2, 10:00-11:30. The process will not be very different, but please encourage people to attend.

Space inventory is coming up in May. More details to follow. The Spring Cleanup schedule has been announced. Please notify the dean's office before sending any undamaged furniture to Surplus. These items may be used by new faculty or other offices in the college.

### **Strategic Plan Update – Bob Rider**

Dean Rider thanked the group for the serious attention paid to the process to this point.

Handouts of vision and mission statements were distributed. There has been much discussion around all of the suggestions. The vision and mission should be two distinct statements. The vision is more lofty and the mission more how to get there.

Work has been done on several of the priorities. A handout of the working draft was distributed. The working draft is available on the SharePoint site.

By the end of the semester changes should be incorporated and a review draft available to the group.

### **Budget Report – Gayle Mathews**

The business office held their fourth college-wide workshop on March 8, and 35 people attended. The agenda included equipment inventory (due end of April) and procurement cards. There are some staff members that would benefit by attending, but have not been coming. Please allow all staff members to attend who need this information to perform their jobs.

Dr. Thompson is still working on the information needed for SIF funding for this year. It may be June 30, before the funding is received. Chancellor's fellowship funding may be that late, too (fellowships that started in FY13, 14, and 15). Fall 2015 fee waivers have been credited. CFS and KRSS had some issues that are being worked through. Spring fee waiver worksheets are due to Gayle now.

FY17 budget process starts Monday, March 14, and is due April 25. Budget meetings are scheduled. Department budgets are due to Gayle earlier than April 25.

Performance reviews are due for staff by March 31. Send originals to HR Employee Relations. They have moved offices to the Student Services building on campus.

Please make sure to check your IRIS inbox mid-month for additional pays. They have to be approved promptly so the individuals will be paid on time.

There is a proposal by the federal Department of Labor to change the minimum salary for exempt employees. The proposal is to move it to just over \$50,000. This will impact annual leave for someone who is reclassified to nonexempt from exempt. They may also feel it is a loss of status. If the expectation is for these individuals to work over 40 hours a week, overtime pay (or comp time) may be a factor. The effective date may be October 1, but that is speculation as of now. Mary Lucal from HR will be at the April meeting and will discuss this topic.

### **Student Services Report – Jana Spitzer reporting for Jamia Stokes**

Feedback is welcome from the recent graduate colloquium. It was a new compressed schedule. Turnout was good. People seemed engaged throughout the entire timeframe of the event. The number of poster presenters was reduced by 10 to accommodate the shortened schedule. Spacing of the posters will be reconsidered next year. The format made it easier for department heads to attend. A bigger venue may make it possible for more students to participate. Adding another presentation type of Pecha-Kucha (similar to Mic/Nite) could be interesting. It would be helpful to identify interdisciplinary projects in some way, ribbons or other type of signifiers. Perhaps the GSAB could sponsor a workshop for presenters to help them develop their presentation technique prior to the colloquium. Definitely there should be feedback to the presenters to help them improve. The colloquium is an excellent recruiting tool for potential PhD students.

Commencement is Saturday, May 14, at 5:30. Graduates will be assigned seats this year. Faculty need to RSVP their attendance by May 1, to Annette. The stage party will include the College Senate president, deans, department heads, and other dignitaries. Please let Annette know if you will not be able to attend so planning for the stage party can be finalized. Top graduates include three students from Kinesiology, two from Special Education, and one from CFS. One commissioned officer (Army) from Kinesiology.

There are so many meeting requests from prospective students that assistance may be needed from internship coordinators.

Jada Russell was recently hired as the coordinator of recruitment and retention. Interviews to fill the open academic advisor position finished this week.

There has been a proposal for call nights for top admitted students. Top students that have been admitted are contacted to encourage them to actually attend in the fall. Undergraduate Admissions will be providing information to the departments. There are program areas that would really like to see growth and this could be a good tool to woo the students to UT. The UGSAB is already prepared to assist. Walk-in hours are scheduled for the week of April 4.

Dean Rider brought up student retention. He is concerned about declining retention. He would like to focus on helping struggling students identify another program that may work for them, either in CEHHS or other colleges. Information is becoming available to the departments about students who are leaving. It could help with individual students and help identify themes that can be addressed.

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

Cayuse, the new system for grant proposals, has been live for about three months. The differences from TERA-PAMS are more than expected. Bob is on the committee to look at issues and problems with the system and suggest changes. He is looking for feedback about the new system from faculty.

Mini-training sessions are being offered to the departments. Faculty and staff are encouraged to attend the training.

The reporting function in Cayuse is not available yet. Reporting on progress of awards is not available yet. Please let Bob know if you need historical reports. He will need plenty of advance notice as he has to request them from ORE.

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

A CEHHS Chalk Walk is scheduled for April 8, see email for details. This is a fun, creative way to showcase the college. All groups associated with the college are invited to participate.

Jules attended the American Kinesiology Association Leadership Workshop in San Antonio, TX. It was a good experience for her to talk to others at other universities and hear how they are organized and how their marketing works. She would like to attend other events so she can identify ways to market the programs in the college.

Work on the fall issue of Accolades is underway.

A workshop/training class for design tips is coming up. It is intended for staff who work on publications and other communication media. It touches on UT branding and basic design guidelines.

Working on videos for Nutrition and Retail, Hospitality, and Tourism Management.

Jules earned her Google SEM certification and website optimization. These are good skills to have in-house.

Working on stock photos for the departments. Be thinking of ideas that give an example of the programs in each department.

The new website templates are rolling out for the departments. CFS is in review. Public Health and ELC are rolled out. KRSS is next. The plan is to have all departments finished by summer.

### **College Senate Report – Jim Bemiller**

The recognition ceremony is coming up on Wednesday, April 27. A call for nominations was sent out and the College Senate will be selecting awardees on March 23.

Be watching for a call for nominations to the Undergraduate and Graduate Councils.

The Senate has drafted a statement on civility. Dean Rider will forward the statement on to the Council for their feedback.

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

Handout—Development report.

CEHHS is having a good year compared to other colleges and gifts secured. Thank you to everyone who participated in the Big Orange Family campaign. Debbie Archdale did a wonderful job coordinating this for the college. We are just over 50% for the Top 25 campaign for our college.

Thank you for the nominations for the awards selected by the Board of Advisors. Board members may contact you to champion your nomination.

Board of Advisors meeting - March 31 and April 1

- The luncheon with the departments' subcommittees is on March 31.
- Educators Hall of Honor is March 31.
- TPTE is being highlighted. A tour of the Knoxville Museum of Art is being included to showcase their work with Art Education.

### **Departmental Reports**

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

- The search for Social Science Education is completed.

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

- Fundraiser is sold out; 272 people attending.

*Nutrition (Dr. Jay Whelan)*

- Dr. Hollie Raynor has gotten a NIH grant.

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

- Top applicant has been hired from Auburn.

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

- Dr. Scott Crowder and Dr. David Bassett have gotten large NIH grant.
- Search interviews are done.
- External program review is done.

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

- Interviews are underway for three searches.
- The department has voted to support most parts of their strategic plan. Work continues on one piece from their APR.

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

- No report

*Public Health (Dr. Paul Erwin)*

- Wrapping up search for an epidemiologist.

### **Adjourn**

Dean Rider urged the council to have a safe spring break and gave best wishes to Dr. Thompson. He thanked the group and the meeting was adjourned.

**Next Administrative Council Meeting**  
**Friday, April 8, 2016**  
**10:00 a.m. – 12:00 p.m.**

# 412 Claxton Complex