

College of Education, Health, and Human Sciences
Administrative Council Meeting
September 12, 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, Ralph Brockett, Bob Cargile, Paul Erwin, Jeff Fairbrother, Ann Fairhurst, Gayle Mathews, Norma Mertz, Mary Jane Moran, Dulcie Peccolo, Bob Rider, Shawn Spurgeon, Jay Whelan, Dan Berryman (guest)

Welcome

Dean Rider welcomed the council and opened the meeting. He introduced and welcomed Dan Berryman, Assistant Vice Chancellor for Human Resources, who was attending as a guest speaker.

Approval of Minutes

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

Announcements

- Dr. Benner and Dr. Thompson are both unable to attend due to meetings and/or travel.
- Dean Rider thanked everyone for their participation in the recent Convocation. He also acknowledged Synthia Clark (EPC) who documented the event with photographs, and Bonnie Maples who created a posting for the CEHHS website.

Human Resources – Dan Berryman

Mr. Berryman is visiting the colleges this fall to give updates on HR related issues.

- Employee Engagement Survey 2014 – The survey will take place on November 3-21 this year. Modern Think will be facilitating the survey again this year. The survey will be similar to the last one taken in 2011. Demographics will be expanded this year to give results by college level and vice chancellor level.
- Compensation Administration FY 14-15 – There was no across the board increase in July. They are working on merit and market increases, probably 2%, in January. More information will be coming out from Chris Cimino in September/October. This is an opportunity to look at where people are on the compensation scale and adjust if needed based on their performance.
- Fast Track Supervisory Training – see handout. October 2nd, all day event, at the Conference Center Building. The required compensation training will cover all three sessions and participants may go to any or all of them as needed. Athletics is the theme of the event and coaches will be guest speakers. There will be a number of topics covered. The keynote speaker is an Olympic medalist. Lunch will be provided.
 - Mr. Berryman also let the group know there are over 300 eLearning topics for employee training. Check out the HR website.
 - He also covered the 7 Habits of Highly Effective People training modules that HR provides for a fee. Ron Treadway is the contact to coordinate that training for groups.

- Faculty Taleo – Taleo is the online applicant tracking system now used for staff positions. President Joe DiPietro would like it used system wide for faculty positions, too. The provosts have evaluated it and each campus has created a taskforce. Dr. John Zomchick is heading the Knoxville taskforce. They are reviewing the current state at each campus and the ability of Taleo. Knoxville is in the process of mapping out the future state and will be working with the Faculty Senate. Chattanooga is set to pilot a roll out on their campus. Changes have been made to Taleo to allow very large documents to be uploaded with applications, because faculty submissions can be very large.
- Transition of Temporary Employees to Regular/Regular Part-Time – Gayle has been involved in this process with her counterparts. James Price is the key finance person working with budget directors. In the past, UT had a lax and blurred way of bringing on employees. The ACA has driven the need to review temporary and term employees. If they are working 75% or more time, they must be made regular part-time or full-time employees and given the option of health insurance benefits. Each college is working through this process. Gayle will let you know if your area has anyone affected by this policy change.
- Fall Benefits Fair – See handout. The fair will be held on September 24th in the UC Ballroom. There will be over 30 vendors and providers showcased. This event replaces the Fall Festival. The Fall and Spring lunch events sponsored by the Chancellor are in place of the Fall Festival, too. The benefits showcase that was historically done at the Fall Festival necessitated doing a Benefits Fair. This is a good opportunity to get a flu shot (CVS Caremark card needs to be provided and forms completed). Dependents may also get their flu shot at the fair.
- Programs for Minors – Everyone should be aware of this policy that was implemented on January 1st. Programs that invite minors to campus to participate must have all adults associated with the program registered. Brian Browning is coordinating the registration on the Knoxville campus. Background checks and an online training module must be completed for each adult involved. The policy is available online at Policy Central.

Mr. Berryman thanked the group for having him today. He offered to come each semester as invited. He is always open to feedback, so feel free to contact him.

Associate Deans' Reports

Susan Benner reporting

- Travel allocations are posted on the SharePoint site.
- No news regarding the Marketing Director position.
- Bonnie Maples is convening a department-level web support group on a monthly or bi-monthly basis. They will work together to identify challenges and needed support. Bonnie will coordinate getting that support as needed.

Dixie Thompson reporting

No Update

Student Services Report – Dulcie Peccolo reporting

- Ruth Darling recently held a campus wide advisor meeting. She is beginning to release data on campus wide retention rates. College meetings are being planned with the deans and it is hoped that college data will be available then.
 - Freshman class retention from the past year was 87%.
 - 6-year graduation rate is at 69%.
 - There are 500 more freshmen this year than last.
 - 1,200 of the 4,700 freshmen this year have been already been identified as “at-risk.” This means the students may have lower GPA’s, have not taken AP classes, are first generation students, etc. These students are being given strategies to help them keep their academic standing and not lose the HOPE scholarship.

- There were about 100 more students that went through orientation this year. The number of students that came through walk-in advising was lower than last year. There has been a spike in the number of emails covering a range of topics—big and small.
- Still have not met about our college's response to the advising audit. In general there are 3 areas of focus; centers with high advisor turnover, implementing the assessment plan and training, and documenting financial support from the college.
- The Dean's 3 advisory boards are meeting in the next 2 weeks—undergraduate, graduate, and staff.
 - The students on the undergraduate advisory board all have very positive things to say about their programs.
 - Amy Clayton and Jamia Stokes co-lead the staff advisory board. The board is sponsoring a workshop on distressed students' protocol. The workshop will be held on October 1, 2:00-4:00, in the UC Ballroom.
 - The graduate advisory board is again sponsoring the deans' open mic event. The date is not yet set for this event. They will also be hosting a panel for undergraduates interested in graduate programs in our college. It will be held on November 18, 3:00, in the Black Cultural Center.
- More college folders are on order and will be delivered to the departments soon.
- The research colloquium is scheduled for March 6.
- Accolades is still being reviewed and edited. Dean's review should happen next week.

Budget Report – Gayle Mathews reporting

- Term to regular employees—department heads have been contacted if they have any employees that are impacted by the change in policy. Monthly employees are being reviewed now—impacts teaching associates and lecturers depending on their percentage of time. She will follow up with department heads as needed.
- Expecting all funding by the end of the month—even carry over. Distribution to the departments will probably occur in October. College commitments should also be moved to the departments in October.
- The gift card policy has been revised. **It is very important to read and understand the new policy.** Preapproval is required from the chief business officer (Chris Cimino) before purchasing gift cards. Please allow 2-3 weeks lead time for approvals. The departments should also be keeping very good records (2 person process). Gift cards should be treated like cash, and they have tax implications for those receiving them. Until everyone is comfortable with the new policy, they should be working with Gayle and Bob Cargile whenever gift cards need to be purchased—for any reason.
- Gayle and her team held IRIS training sessions for departmental staff that will be entering invoices and timesheets. The classes were held in the computer lab in BEC with IRIS trainers. She and her staff are available to help as needed. Plans are to hold regular training and support sessions with the departments—not just in BEC/Claxton, but in Jessie Harris and HPER, too.

Research/External Funding – Bob Cargile reporting

- Awards by College (handout) – as of August 31, \$6.4 million has been awarded. This includes Sarah Colby's (Nutrition) large awards. There are a number of other big proposals still out. Bob is hopeful for a good year.
- Training for SciVal (handout) – Bob has not reviewed this particular site yet but based on what he has heard, it seems it has potential to be a valuable tool. Two training sessions have been scheduled for faculty. The sessions are tailored to specific groups. October 2 is for EPC, TPTE, ELPS, and CFS. November 3 is for KRSS, Public Health, Nutrition, and RHTM. Both sessions are in 412 Claxton at 3:00. Dr. Thompson will be sending out an invitation to faculty. If demand is high, more sessions may be scheduled.

College Senate – Shawn Spurgeon reporting

- The first meeting for the year has taken place—orientation for the new senators, and discussion of possible initiatives for the year. The next meeting will be used to identify specific initiatives that the senate will work on. This year’s senate is a good group with good ideas.
- Some initiatives identified are mentoring for assistant/associate professors, other faculty issues, governance, and professionalism.
- Every department is now represented on the senate. Some departments are represented by 2 senators and some by 1. Departments with only 1 senator have been asked to provide a second, if they want a second. By the end of the year terms and rotation and will be clearly documented for each senator.

Development Report – Randy Atkins reporting

- The Development Report was distributed. Progress is being made this year. 2 gifts secured so far this year. One is a gift of land that will be sold—the money will be used as a fellowship for 5th year interns.
- An invitation to the Student Awards Celebration was distributed. It is scheduled for October 7, 4:00-6:00, in the UC Ballroom. The invitation will be posted on the SharePoint site and mailed to the donors and students.
- Randy thanked everyone for their involvement with the Board of Advisors meeting. ELPS and Student Services were highlighted and so they were a big part of the agenda. The sub-committee lunch with department heads was well received.
- Randy reminded everyone about the two new Board of Advisors faculty awards. The nomination forms are on the SharePoint site. Dean Rider reviews the nominations and offers his recommendations to the Board to select the winner. These awards are given at the Spring Faculty & Staff Recognition Ceremony.
- The Big Orange Give is a social media campaign for one week, October 6-10. The campus goal is \$250,000 this year. The goal for our college is \$15,000.
- The next Board of Advisors meeting is in March. CFS will be highlighted. The meeting is in conjunction with Educators’ Hall of Honor and Appalachian Spring.
- A question was raised about VolStarter for smaller faculty and student projects that need funding. Randy will re-send that information to the council.

Departmental Reports

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

- Two faculty searches; one for educational administration and the other for a senior faculty member and director for the center.

Public Health (Dr. Paul Erwin reporting)

- Two faculty searches.

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

- Two faculty searches.
- Just completed the American Culinary Federation accreditation site visit. Good, positive learning experience. Will know in 10 days if accreditation is received.

Educational Psychology and Counseling (Dr. Ralph Brockett reporting)

- Three faculty searches; counselor education, instructional technology, and ESM (evaluation, statistics, and measurement).

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

- One faculty search.

- Voices page on the CFS website launched 10 days ago. The page features videos from different perspectives. Currently there is a video featuring graduate students and a video featuring undergraduate students. Dr. Moran welcomes feedback.

Nutrition (Dr. Jay Whelan reporting)

- Two faculty searches; public health nutrition and cellular molecular nutrition.
- Looking at Nutrition 100 and ways to improve. May modify it to keep up with the delivery of educational services and the nuances of how young people learn. Thinking to try something new and testing it next summer—comparing the student outcomes of the new delivery method to the old delivery method. Five years ago they had 386 enrolled in Nutrition 100; this year they project to have 1500 students enrolled (with no additional university resources required).

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

- Preparing for the mid-cycle academic program review. Learning about the data that are available and the problems with those data.
- TPTE will be holding their first recognition ceremony recognizing outstanding alumni, outstanding collaborators, and community advocates. The ceremony will be held in conjunction with the Goodrich lecture.

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

- Two faculty searches; sports management and biomechanics
- Dr. Joy DeSensi is announcing her retirement.
- NEST students are here from South Korea. The chairman of the NEST organization was in Knoxville last week, too.

Dean Rider shared that three faculty members from Nutrition and 1 faculty member from KRSS will be representing UT at the SEC Conference on Obesity in Atlanta.

Adjourn

Dean Rider thanked the council and the meeting was adjourned.

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