

MINUTES

College of Education, Health, and Human Sciences Administrative Council Meeting September 9, 2016

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, Susan Benner, Ralph Brockett, Bob Cargile, Michele Childs, David Cihak, Paul Erwin, Jeff Fairbrother, Jud Laughter, Gayle Mathews, Norma Mertz, Mary Jane Moran, James Remington, Bob Rider, Jamia Stokes, Jay Whelan

Welcome

Dean Rider welcomed the council and opened the meeting. David Cihak, attending for Dr. Bell, and Michele Childs, attending for Dr. Fairhurst, were introduced.

Approval of Minutes

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

Announcements and Dean's Report – Bob Rider

- Dean Rider thanked everyone for their support of the convocation. The Holiday Inn did a great job.
- The Board of Advisors meeting is next week. Dr. Rider asked each department to send at least 2-4 highlights to him to discuss during the meeting. Thursday night is the dinner; he hopes all can attend.
- Accolades will be going to press in the next 2 weeks. Jules did a great job. She is doing many good things to brand our college.
- September 23rd is the meeting with the Chancellor and Provost for deans and department heads. It was decided to change the location to the Jessie Harris Building for this meeting.
- October 5th is the reception for pre-tenure faculty, all are invited. The reception is at the Hilton Downtown at 3:00 p.m. All pre-tenure faculty from your departments should attend. Please bring your business cards.
- Jennifer Jabson, Public Health, and Stephanie Benjamin, RHTM, are representing CEHHS at Mic/Nite. Mic/Nite is October 26th.
- Student awards celebration, graduate hooding, commencement, and the holiday luncheon will be coming up soon. Be sure the hold dates for these events on your calendar.
- Searches are underway to replace the chancellor and athletic director.

Associate Deans' Reports

Susan Benner

- Travel report is available on the SharePoint site. As of September 2nd \$30,000 has been committed; \$12,000 for students.
- The Goodrich lecture is October 4th. The reception is at 5:15 with the lecture at 6:00 p.m. at the Holiday Inn World's Fair Park, Medallion Ballroom. The speaker is Johnnetta Cole; she is the Director of the Smithsonian National Museum of African Art. She currently serves on the Scholarly Advisory Board for the Smithsonian's National Museum of African American History and Culture. Dean Rider asked everyone to ask their faculty to make an announcement in their classes to try and get students to come.

Jeff Fairbrother

- SACSCOC – Department reports are due to the college by September 15th.
- Graduate Education
 - Credentials Committee – submit requests by December 8th.
 - Concurrent master's degrees – handout provided
 - Dr. Thompson's goal is to change professional development awards to focus on student support.

- Nominations for student commencement speakers are needed by September 30th – write a letter, attach CV, and submit directly to Dean Dixie Thompson. Requirements are an outstanding student with good accomplishments and good speaking skills
- Graduate Fellowships –streamline the process – application date January 17, 2017. Opportunities – resource allocations – email Dr. Fairbrother or Dr. Thompson with input.
- Working on blueprint for data – strategic plan/metrics.
- Curricular Review
 - Undergraduate CRC approved ELPS’ proposal to add an honors track to the Leadership Studies Minor.
 - Graduate CRC has one proposal from CFS – Meeting on September 14th.
 - CRCs – looking at Canvas groups.
 - Undergraduate Council Membership – Rachel Chen assumed Vice Chair position; Laurie Meschke moved from proxy to a regular position; Juli Sams was designated as a CRC representative on Council because Delores Smith has a class conflict with meetings; College Senate may need to address bylaws regarding such transitions and appointments.
 - Upcoming meetings:
 - Undergraduate:
 - September 14th -Optional pre-submission review
 - September 28th -Agenda deadline (2017-18 Catalog Meeting)
 - October 12th -CRC meeting
 - Graduate:
 - September 14th -CRC meeting (agenda deadline passed)
 - October 12th -Optional pre-submission review
 - October 26th -Agenda deadline (2017-18 Catalog Meeting)
 - November 9th – CRC meeting
- Honors committee – trying bring consistency to standards – thesis – input needed (undergraduate).
- Undergraduate Education:
 - Vol Shop – text book affordability initiative, lower prices to students, more options for digital and good benefits for them.
 - Negotiating with publishers, David Kent is the contact for more details (dkent@utk.edu).
 - Libraries’ open education resources, UTK joined Open Textbook Network, it’s free to students.
 - 12:00 today is the HCB team-building at Thompson Boling Arena.
- Promotion & Tenure
 - Workshop dates/times were circulated via email from Vice Provost Theriot.
 - Faculty Evaluation and promotion calendar is available on the Provost’s website.
- Faculty Mentor Council
 - Meeting on Monday
 - Pre-Tenure Reception on October 5.
- Faculty Searches
 - Chronicle of Higher Education ad – the request to search paperwork must be approved by the Provost and OED; deadline to submit is September 23rd.
- Kayla Whitt will begin work in the Dean’s office on September 13th.

Budget Report – Gayle Mathews

- Funding for 2nd session payroll expenses and summer school incentive funding has not been received yet. Carryover requests have been submitted but have not yet been approved. Departments who requested carryover for self-funded accounts will have the funds transferred directly back into the self-funded account if approved. Distance Education (DE) funding amounts have been received, however the funds have not yet been transferred. Start-up is funded by F&A, which is normally not received until September or October. Therefore, start-up will not be transferred until F&A is received. Whenever funds are received by Central Administration at the end of the month, it is very hard to distribute to departments before ledgers close for that month. Every attempt will be made to distribute funds as soon as they are received.
- Fee waivers have posted to departmental ledgers, so departments will be asked for their fee waiver reimbursement spreadsheets soon.
- Five of eight departments received a portion of their FY17 operating in gift fund accounts this year. Please contact Gayle if you have any questions regarding how to charge expenses for operating from your departmental account and/or the gift account.
- Another college workshop will be held in the fall. The topic is unknown at this time. Thanks to department heads for allowing their administrative staff to attend these workshops.
- Fair Labor Standards Act process

- These requests are due by Friday, September 16th. Please do not inform employees of any potential salary increases until we receive approval from Central Administration – the requests have to go through several channels. Employees whose salaries fall significantly below the minimum will likely change to non-exempt. The effective date for FLSA changes is December 1st. More information will come as the process continues.

Student Services Report – Jamia Stokes

- Offering Kinesiology Connections Seminars – new initiative to help increase the retention of first-year Kinesiology students. Partnership with CEHHS Student Services and KRSS department. This will help give the students a better connection to the department sooner.
 - Tuesday, September 20th -8-9:30am
 - Wednesday, September 21st – 4:30-6:00pm
 - Wednesday, September 28th – 2:00-3:30pm
- Registration Dates for Spring 2016
 - Priority – October 1th & 11th
 - Seniors – October 17th & 18th
 - Juniors – October 24th & 25th
 - Sophomores – November 7th & 8th
 - Freshmen – November 21st & 22nd
- Clearing Advising Holds – September 19th (Tentative)
- Timetable Online – September 26th (Tentative)
- Advising Transformation Committee – seeks to improve the undergraduate advising experience for all students across colleges. Proposal to hire all professional advisors has been submitted to the Provost.
- Remind faculty that there may be transfer students that need to be added to their classes.
- Staff is going to start reviewing transcripts early to try and help with the transfer situation.
- Jamia Stokes was elected as chair of the Advising Committee for 2016-18. Will serve on the Undergraduate Council on behalf of academic advising.
- New Student Orientation is looking to improve the transfer advising experience. CEHHS Advising is thinking of ways to better support transfer students with advising prior to their enrollment.
- Orientation office has had a staffing change.
- Dr. Whelan brought up a discussion regarding the priority deadline, if transfer students are admitted after the transfer date.
- The staff advisory board raised \$300 for South Knoxville Elementary School.
- Recruitment this fall 2016 – Rocky Top Tailgate Open House in Claxton Commons from 1-2 on Friday, September 16, and Friday, November 4. Out of state students are coming and we need faculty/staff to participate. The Ambassadors are coming. Jamia will distribute more information.

Research/External Funding Report – Bob Cargile

- Awards posted so far are less than \$1,000,000. This is typical for the first 2 months of the year.
- Proposals are up. In July 2015, 5 proposals were submitted; July 2016, 20 were submitted. August was the same number as 2015. There is a lot of interest from new faculty for external funding.
- There is a real need for each department to have at least 1 staff person with knowledge of Cayuse, for assistance in creating a proposal in the system. There are times, especially on late proposals, when Kelly and Bob don't have time to do it for the faculty.
- Late proposals are becoming a real problem. When they get a proposal a few days from the date it is due to the sponsor, they can't provide the same service to the PI as they can when they are engaged early. Late proposals can also take away time they could be using to assist other faculty who have worked with them early. Bob will be in contact with each department head to have a discussion about how to address this problem.
- Campus Chest kicks off this week.

Marketing & Communications Report – Julie Morris

No report this month.

Development Report – Randy Atkins

- Handouts distributed. Annual giving: 2016 was \$19,550; 2017 was \$22,394.
- Proposals delivered – 10 representing approximately \$664,000.
- \$10,000 –College fund and RHTM.
- \$75,000 KRSS.
- Top 25 campaign – CEHHS goal is \$40,000,000; current total is\$23,155,620.

- Dean's Board of Advisors Meeting is September 15th & 16th.
- Student Award Celebration is October 27th at 4:00 p.m. All are invited. Student Services are very helpful with information. An email will be sent soon.
- Educators Hall of Honor is on April 20, 2017. We have 2 submissions and usually get 6-8. Nomination are being accepted.

College Senate Report– Jud Laughter

- A draft of the minutes from the last meeting has been sent out.
- 3 new program members.
- The Senate appreciated Dr. Rider coming and speaking about the by-laws.
- Status of Jessie Harris building was discussed; there are several concerns. The faculty are using their start-up funds to renovate their offices.
- Dr. Rider has talked with Chris Cimino about Jessie Harris. David Cihak suggested moving the next meeting with the Chancellor and Provost to Jessie Harris so they can see the condition of the building.

Departmental Reports

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

- Recognition ceremony in conjunction with the Billie Grace Goodrich lecture.
- 2 searches – tenure track – math focus and urban multi-cultural.

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

- Featured department at the Advisory board meeting September 16th.
- One new faculty member search.
- Rocky Top - recruitment pop-up shops.

Public Health (Dr. Paul Erwin)

- No report

Child and Family Studies (Dr. Mary Jane Moran)

- Faculty searches – family studies.

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

- Staff search will be starting.
- Steven Waller – moving forward with Sport and Religion.
- Redecorated front office– new carpet.
- Planning gift received; \$75,000.

Nutrition (Dr. Jay Whelan)

- No report

Educational Leadership and Policy Studies (Dr. Norma Mertz)

- Introduced new faculty member this year. Will be searching for another new faculty member this year.

Educational Psychology and Counseling (Dr. Ralph Brockett)

- 4 new faculty members.
- Strategic Plan – working on structure – changes are in the works.

Adjourn

Dean Rider thanked the council and the meeting was adjourned.

**Next Administrative Council Meeting
Friday, October 14, 2016
10:00 a.m. – 12:00 p.m.
412 Claxton Complex**