

MINUTES

College of Education, Health, and Human Sciences Administrative Council Meeting Friday, January 12, 2018

Council Members: Randy Atkins, David Bassett, Sherry Bell, David Cihak, Jeff Cochran, Paul Erwin, Jeff Fairbrother, Ann Fairhurst, Courtney Holbert, Elizabeth Johnson, Ami McBride, Norma Mertz, Mary Jane Moran, Julie Morris, Hollie Raynor, James Remington, Bob Rider, Jana Spitzer, Jay Whelan

Present:

Randy Atkins, David Bassett, Sherry Bell, David Cihak, Jeff Cochran, Paul Erwin, Jeff Fairbrother, James Williams, Courtney Holbert, Elizabeth Johnson, Ami McBride, Norma Mertz, Mary Jane Moran (via Zoom), Julie Morris, Hollie Raynor (via Zoom), James Remington, Jana Spitzer, Jay Whelan, John Zomchick

Welcome & Announcements

- Dr. Fairbrother welcomed the council and opened the meeting.
- Interim Provost & Vice Chancellor John Zomchick will be joining us briefly to talk about moving forward while Dean Rider is on medical leave.
- Chancellor's Honors Banquet is coming up in the spring. Our college will nominate for the Chancellor's Citation Awards and are due to the college by February 16, we have a March 9, deadline.
- Graduate Teaching Associate Award goes directly to Ernest Brothers. This award is to recognize outstanding graduate student teachers.

Approval of Minutes

- Dr. Fairbrother noted a correction to make on the November minutes. The college has been awarded \$94,000 instead of \$95,000 for graduate fellowships. The November minutes were not approved. This will be added to the next meeting's agenda.

Dr Zomchick: Leadership for CEHHS while Dean Rider is on medical leave

- Dean Rider is improving. He plans to return to the leadership of our college. Please give him your support. Visitors are welcome.
- Effective immediately, Dr. Zomchick has appointed an acting dean for next couple of months. Dr. Sherry Bell has accepted to act as dean for CEHHS. Dr. Zomchick thanked her for accepting and taking on this role. Dr. Bell will also remain head of TPTE during this time so please give her your support and help during this time.
- The situation will be monitored month-to-month to determine when Dean Rider will be able to return to the college.

Associate Deans' Reports

Jeff Fairbrother

- CEHHS Strategic Planning – Thank you to the department heads – Dr. Erwin, Dr. Bell and Dr. Moran for leading the next step in strategic planning and creating some objectives and action steps for each of our areas in the strategic plan. Please read the handout and determine if you think this is something we would like to adopt, what kind of work this will require on our part in terms of data tracking and reporting, and if this is the right focus for us. Discussion and voting to follow.
- Ami McBride commented on #6 Faculty and Staff, under Objective #2 Start-Up, the Office of Research dictates the terms “from a maximum of 4 years to a maximum of 5 years,” so we need to change this to “we will advocate for this.”
- 3MT Competition– The deadline was this morning by 9am. At the Associate Dean's meeting we were given new guidelines for 3MT. The only difference is that there is no award amount. Our college has only had one entry and we can send up to 6 entries. Therefore, we are going to extend the deadline over this weekend and take submissions until 5pm on Tuesday, January 16. We have to submit names to the Graduate School by January 17. The semi-finals are Feb. 26-March 2, and on March 5-9. The CEHHS/CASNR/Law hosting semi-final on Feb. 26. We will need help with identifying judges. April 6 is the finals.
- Graduate Fellowship funds – we still need to make sure that the college has a definitive and unified recommendation for the \$94,000, and if the college would impose guidelines over and above the \$2,000 minimum. We have to report how we allocate that money by June 1.

- There are three pools of fellowship money: (1) The traditional fellowships that are for 1 year. (2) Tennessee Fellowship for Graduate Excellence, managed by the Graduate School. Each department can nominate one person through ADMIT. The Graduate School is giving \$10,000 top-off. The deadline is January 17. The Office of Research and Engagement is giving a waiver for a GRA (the department has to pay the stipend; a 3-4 year commitment). (3) \$94,000 - every college is allocated money based on their graduate enrollment, recurring money for fellowship purposes. We need to decide how to allocate that within our college.
- Open educational resources – SGA sponsors awards for instructors using open educational resources. Let RJ Hinde know of these instructors.
- Civitas – new software package that predicts graduation likelihood and the different signals that you might be able to predict through a students’ performance that would indicate if we need to intervene. The Vice Provost’s office has asked us to identify candidates to participate in the training this semester.
- Credentialing – a must read for department heads. It’s a draft catalog language for a new credentialing process. Credentials Committee: this tells you who qualifies and how they qualify to be on the committee. The decision making and responsibility for policing the policies will be shifted to the department. This will be going to graduate council.
- Associate Professors Mentoring Committee – We are trying to help the mentoring conversation on campus. They are looking at having a workshop for mentoring and best practices for department heads in the spring. This would be paired with a campus workshop/seminar in the fall that would target some specific issues that we have. The other part is having the same for Associate Professor’s in the fall and spring of 2019.

David Cihak

- Research Awards: ELPS - Dr. McCoy/Gresham Collom were funded; EPC - Jennifer Morrow/Brenna Berry were denied. The next round of research awards is due in the Dean’s office to Diane (GSE) & Kayla (all other departments) by January 31.
- Travel Allocations breakdown – handout distributed.
- Is looking forward to helping the GSE be intentional, look at initiatives across all the colleges, and help us to move forward.

Budget Report – Ami McBride

- HR position description project continues – the next round of position descriptions are due Feb. 2, our college will have approximately 100 more done in the next two weeks. The next round will be due in March. Then we will wrap up this portion and work on the positions they are going to develop and potentially change.
- Performance reviews are due March 31. Please make sure we receive a copy for the college to verify they are done. If a review is not done, neither the supervisor nor the employee will be eligible for a merit raise.
- Summer school is changing for this year; they will be basing it on actual dollars instead of freeze date dollars.
- Additional pay for summer relating to research – it is being reviewed at the system level due to the current NSF audit. They are looking at a procedural change; we are not in compliance with our policy. They have a group that will meet to determine how we are going to process this. Changes will come in May, June and July of this year.
- Study Abroad will be paid by the Center of International Educational and not by the department.
- Budget process for FY19– there will be no new models and the timetables are the same.
- Jonee Lindstrom, Associate Vice Chancellor for Finance & Administration has retired. They are in the process of reorganizing the office; some duties are being moved to James Price, Executive Director for Budget & Finance. This position will be posted anytime. Jonee will be working January and February to help with the board meeting.

Research & External Funding Report – Hollie Raynor & Courtney Holbert

Courtney Holbert

- The internal Seed application happened in early November; received 13 applications; all have been reviewed. Everyone was happy with the feedback we gave; all of them were submitted to the Office of Research. We will hear about those in March.
- We have finished the fall process in strategic planning. As a result, Kelly, Ami, Hollie and Courtney have come up with a gap analysis; we plan to focus on addressing those. We have scheduled a meeting with Dave and Jeff to discuss the plan and maybe discuss and present it here to you in our next meeting.

Hollie Raynor

- Thank you to everyone for assistance on the assessment. We are working on gearing the strategic plan to address barriers and gaps found. We will finalize the plan and implement it fully in August 2018.

- External Funding: Our December 2017 report showed that we are ranked third out of 9 college units in which ORE tracks awarded funding. There are only three colleges that have more than 100 tenure-track/tenured faculty and they are Arts & Sciences, Engineering, and our college. We have the lowest number of applications for tenure-track/tenured faculty and the lowest awarded amount.
- Pulling data from Cayuse: Submission rates for external funding (both grants and contracts). Over the last 5-year period, we have 40% of tenure-track/tenured faculty who have submitted no grant/contract as a PI (less than one a year). This leaves less than 25% of tenure-track/tenured faculty submitting at least one grant/contract as a PI each year. We are looking to increase this so that tenure-track/tenured faculty are regularly submitting grants/contracts as lead PIs.
- Graduate Research Colloquium is on March 2 – we need two faculty to help from each department.

Advising & Student Services Report – Jana Spitzer

- Sharon Couch-Fikes received a promotion and transferred to another college on campus. We have a position that posted; Jada Russell is chair for that search committee.
- Jada Russell is helping to spearhead the Colloquium on March 2.
- Commencement is on Friday, May 11, at 7 pm. We still need to confirm the speaker.
- University wide initiative – Scheduled to start this spring. RJ Hinde has done some research on students who have dropped classes and gets lost in the grid and financial implications of a student dropping a class. We should be getting a list of students who have dropped a course and this allows us to make students aware to be able to help them avoid serious situations before March or April.

Marketing & Communications Report– Julie Morris

- UT Communications has had a large turnover. Three Director positions are open; Director of Creative Services, Director of Media Relations, and the Director of Marketing. Several projects are being kicked back due to this situation.
- Skill sets: Let Julie know when you have open positions so she can get them trained in design projects – she is available to help with interviews, etc.
- Internal projects you can do on your own and Julie does not need to approve. Anything going external, things for outsourcing, Julie will handle for you. Julie is trying to get the things we can't do petitioned to go through Communications.
- New Event Calendar – If you have events in your department let Julie know and she can put on the calendar.
- We are trying to find funding to put a person in each department on CAMPA (\$120 per department, per year). It allows you to design something and Julie to go in and see what you have designed and tweak if needed. We are trying to get at least one person in each department to do design work for your department.

Development Report – Randy Atkins

- Report handed out – year-end gifts are still being processed.
- Proposals delivered in FY 2018 are approximately \$5,819,000 in gift solicitations
- Gifts/grants secured in FY 2018 – we have added some new ones. We were successful in getting the Camp Koinonia Assistantship.
- Journey to the Top 25 Campaign- We raised \$37,126,195, CEHHS goal is \$40,000,000.
- Thank you to those who came to the Fundraising Summit on January 8 – attracting millennials. Dr. Fairbrother spoke about targeted outcomes such as recent graduates sponsoring a parking pass for a student, buy a computer, or pay for a summer stipend for a doctoral student who is graduating. \$4500 discretionary money for students travel/ instruction/research. Leverage it in different directions.
- Dean's Board of Advisors meeting is on April 5-6, 2018. It will be at the Hilton, highlighting the department of Public Health.
- Educators Hall of Honor is on evening of April 5, at the Hilton – we have seven nominations that have all been accepted and committed. Letters will go out to nominees.

College Senate Report– Elizabeth Johnson

- Award Season – we will be soliciting applications in early February. Please encourage the faculty in your department to apply. The deadline will probably be right before Spring Break. Winners will be announced at the April event.
- Mentor/Mentee Reception is March 7, 3:00-4:30pm, at the Holiday Inn World's Fair Park.
- Administrative Council Meeting – We talked about invisible labor and service among faculty of color – making sure we are recruiting faculty of color and making faculty of color are feeling respected and valued. Any thoughts are welcome.

Departmental Reports

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

- We have four searches – updates to come
- Amy Broemmel will be stepping up and doing a lot of work for the department while Dr. Bell acts as Dean for our college.

Retail, Hospitality, and Tourism Management- (Dr. James Williams for Dr. Ann Fairhurst)

- We met with Nashville Tourism. They have more jobs than people. We are working with them to get our undergraduate and graduate students into internship positions and managerial positions. They are also trying to connect us with TSU to build a partnership.
- We are hosting our “SESKA,” hospitality regional event, research symposium, hosting University of Florida, Florida State.
- Annual fundraiser is in March, honoring Blackberry Farms.

Public Health (Dr. Paul Erwin)

- American Public Health Association annual meeting in November – we met in Atlanta and had an alumni event which led to a visit next Friday with about 20 faculty/students going for a tour to CDC.

Child and Family Studies (Dr. Mary Jane Moran)

- Sally Hunter, coordinator of our undergraduate advising program, was given the SEC Region Three Advising Award.
- Applied for a recruitment grant through the Graduate School and awarded one in December.
- Staff Retreat – We had our first retreat last Friday for a half day and it was very successful.

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

- Faculty search going on for the motor behavior position. There are about 27 candidates.
- Sport Management program was recently ranked 12th in the nation by College Choice.
- We are working a number of International Partnership’s with Alisa Meador in the Center for International Education. One is with Shanghai University of Sport and the other is with Korea University.

Nutrition (Dr. Jay Whelan)

No report

Educational Leadership and Policy Studies (Dr. Norma Mertz)

- Jimmy Cheek is heading the PERC center and it is doing very well. They are putting out a one page of “Best Practices” that are going on at the community colleges, etc. If you want on their distribution list, let Dr. Mertz know.

Educational Psychology and Counseling (Dr. Jeff Cochran)

- Bailey Graduate School of Education – Spellman Educator Career Fair, a recruitment event for graduate students. One is held on February 6, which is a general Graduate School Career Fair.

Adjourn

Dr. Fairbrother thanked the council and adjourned the meeting.

**Next Administrative Council Meeting
Friday, February 9, 2018
10:00 a.m. – 12:00 p.m.
412 Claxton Complex**