

MINUTES

College of Education, Health, and Human Sciences Administrative Council Meeting November 10, 2017

Council Members: Randy Atkins, David Bassett, Sherry Bell, Susan Benner, 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, Susan Benner, David Cihak, Jeff Cochran, Paul Erwin, Jeff Fairbrother, Ann Fairhurst, Courtney Holbert, Elizabeth Johnson, Ami McBride, Norma Mertz, Julie Morris, James Remington, Bob Rider, Jana Spitzer, 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 August and September meetings. Dr. Norma Mertz moved to approve the minutes, Dr. Ann Fairhurst seconded, and all were in favor. The minutes were approved.

Announcements & Dean's Report – Bob Rider

Thanks go to Randy and Jules for leadership for the Big Orange Give. Over a million dollars were raised. The emails received in receipt of giving were impressive. Dean Rider received a customized video of a KRSS student thanking him. Thank you to everyone who played a role in the success of the Big Orange Give.

Thanks also goes to Debbie Archdale for coordinating the Campus Chest drive this year. Our college more than busted the goal set this year. Thank you to everyone who gave.

November 15, is Chancellor Davenport's visit with the Council. The meeting includes a light brunch from the Culinary Institute at the Visitors Center. The departments will provide highlights and there will be time for questions and answers. Highlights should include the good work being done, including centers and institutes. Departments should think of crosscutting themes such as diversity initiatives, ranked programs or areas, and collaboration between departments. Be prepared to field questions about eLearning, too. A packet of college information will be provided, so departments do not need to provide handouts.

Cluster hires and grand challenges – first cluster hire for faculty will be in data sciences in partnership with ORNL. The plan is to have two additional cluster hires. Eight discussion sessions are planned for the topics of Quantum Leap; Environmental Justice and Earth Systems; Infrastructure and Transportation/Aging; Food Energy, Water, Agriculture, and Sustainability; Brain and Addiction/Mental Health; Socioeconomic, Political, and Racial Disparities/Civility and Critical Thinking; Education (Access, Relevancy, New Technology, Teacher Training, and Diversity); Health and Analytics/Medical Humanities. Dean Rider will share an email with the dates of the discussions.

The Chancellor plans to grow enrollment by 5,000 students to grow tuition revenue. It is an aggressive 5-year plan. The plan includes GTAs and other support for faculty along with space, housing, and other considerations. Discussion regarding in-state and out-of-state tuition and student standards ensued.

The Chancellor's professorship program is being reenergized. CEHHS has had Chancellor's professors in the past. Our college may nominate two professors. Nominations are due in February. Dean Rider will forward Interim Provost Zomchick's email to the group.

Associate Deans' Reports

Susan Benner

Dr. Benner has met with almost every department's diversity champion. The Provost has asked the diversity champions to identify five initiatives with metrics by November 13. Dr. Benner is compiling them with the help from the departments' representatives. She will share with the group, probably after submission.

The online travel submission has launched. Thank you for working patiently through the challenges. The main issue with the spreadsheet is deleting rows and/or columns—there is programming behind the scenes that the user does not see and deleting content misaligns the information. Contact the Dean's office for changes or questions.

Student/Faculty Research Awards report is on SharePoint. Submissions from ELPS and EPC each around \$1,700 pending decisions. Dr. Fairbrother received four submissions on his side.

Jeff Fairbrother

Academic and faculty affairs report is on SharePoint, along with several handouts.

Graduate School fellowships – the format for these has changed based on feedback from colleges. Department heads received a package from Dean Dixie Thompson and it is on SharePoint. Application information is in the package. Directors of graduate studies in the departments should shepherd the process. The deadline is early this year. In addition, the college has been allotted \$94,000 to award based on graduate enrollment. Department heads should discuss how they want it allotted and communicate back to Dr. Fairbrother.

Strategic planning documents are available on SharePoint. Department heads ranked in importance and feasibility each priority and initiative (see grid). The charge last year was to come up with metrics—working through that process showed that wording of priorities needed to be more precise and focused. The goal is to do the work, not just measure and report. See example priority with action steps. The group needs to decide how to move forward with the strategic plan action steps.

The CRC process guidelines and calendar changed this year. Get help early in the process. The committee is empowered to table and deny proposals. The committee has also worked through email and additional meetings to get more work done this year. The approach has been successful, but a lot of work.

Participation on college committees has been a challenge this year. People are serving on committees when they know they have conflicts with teaching and/or sabbatical. The committees are important for faculty governance. Please reemphasize to faculty the importance of the committees and ensure that responsibility for decisions are not abdicated to the dean's office and campus.

3MT competition is the same format as last year. CEHHS may forward six students to semi-finals. Nominees needed by January 17. Semi-finals are February 26, March 2, and March 5-9. Finals are April 6.

Dean Dixie Thompson thinks eLearning will begin to get a lot of traction soon. A new revenue sharing model could be released soon. Think of areas where it can be implemented—even entire program online. Consider faculty interest and skills and how support will be given on the front end. The college also needs to consider the feasibility of online programs and strategize to be ready for the call.

See list of questions for department heads. Email Dr. Fairbrother with responses. The second page of his report are updates for the groups' information. Let him know if there are any questions.

Budget Report – Ami McBride

Reminder—no one has authority to sign contracts on campus except Chris Cimino or Jean Mercer. Please ask Ami or Courtney if you are in doubt if you should sign something or not.

The business office and departmental accounting staff are scheduled to meet next month. They will begin to meet monthly. Accounting staff in the centers will be included at some point. Topics will include sponsored projects, following fiscal policy, etc.

Research & External Funding Report – Hollie Raynor & Courtney Holbert

Reports are on SharePoint.

Proposals – 38 submitted for \$14,446,694, 3 funded; Awards - \$5,004,685

PowerPoint presentation from ORE regarding new seed programs. Several faculty in CEHHS are interested in pursuing an application. Working with ORE to get guidance regarding cost share. More information to come. Department heads should forward the best applications to Courtney and Hollie. Reviews will start after Thanksgiving.

Meetings with department heads regarding their priorities for the external funding strategic plan are finished. Meetings with faculty and meetings with center staff are also completed. Dr. Raynor is analyzing the IRB data for

the college. Courtney is analyzing the Evisions data. Gaps and areas of focus will be identified in December to prepare for the new year.

Advising & Student Services Report – Jana Spitzer

The advising center will be holding walk-in hours next week. The best days for struggling freshmen are Monday and Tuesday. Drop with W deadline is Tuesday.

Campus advising directors received an email from Vice Provost Hinde regarding a retention initiative. Small grants will be available for undergrad students who are struggling due to money issues (tuition, housing, fees, etc.). Advisors refer the student to One Stop for assistance. These are one-time awards of \$50 to \$1,500.

Marketing & Communications Report– Julie Morris

Campus Marketing and Communications have shifted from supporting colleges and departments to focusing only on major campus communications. Requests for support will be redirected to the college. Let Jules know if you need assistance and she will work with you to figure out the best way to get a project done. Any internal or small communication projects will not be handled by campus. Jules recommends using Canva. It is very user friendly with many templates Jules has already created. A license is \$120 and Jules can help set up the department to access her account.

Accolades is expected on Tuesday. Copies will be distributed as soon as they are received.

Development Report – Randy Atkins

Handout is on SharePoint.

Annual giving is a little behind last fiscal year. Could be due to timing and expectation is that Big Orange Give will help.

Kudos to Lucy Simpson, RHTM, and James Remington to help secure a JDA software gift-in-kind for \$2 million.

Journey to the Top 25/Join the Journey is nearer to 100%. We will keep working on this goal even after it reaches 100%. Rocky Top Institute was highlighted at the campus-wide campaign kickoff on September 22.

Thank you to everyone who participated in the Student Award Celebration on October 12.

Big Orange Give raised 111% of the \$30,000 goal.

Kudos to Kathy Brown, Julie Grubaugh, Carol Costello, and Dorian McCoy for their work in involving alumni in events and promotions.

College Senate Report– Elizabeth Johnson

Work continues on issues of invisible labor and service saturation. It will continue to be a high priority for the senate. It is critical to hire and retain more faculty of color. Two avenues to recruit are Future Faculty program and opportunity hire process. Ideas to support and retain are GA support and creating a climate of respect, connection, and value. Events and spaces to allow faculty to connect are important. Training mentors to be sensitive to these issues is important so they may help guide faculty through difficult decisions when faced with too many requests to serve.

Gathered information on issues at the pre-tenure reception. The senate will be prioritizing items and creating action plans.

Departmental Reports

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

- Doing needs and gap analysis for new licensure standards.

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

- No report

Educational Leadership and Policy Studies (Dr. Norma Mertz)

- Attended SACSA regional meeting. Current president and incoming president are graduates of the UT. Attended dinner with 40 current students.
- Moving forward with EdD program. Hope to start program in the spring or fall.

Nutrition (Dr. Jay Whelan)

- Revising the undergraduate and graduate programs.
- Implementing a 5-year program in clinical nutrition.
- Set-up a clinical trial at UT Medical Center to study stents and nutritional intervention to prolong them. It is a yearlong trial.

Educational Psychology and Counseling (Dr. Jeff Cochran)

- Minority recruiting efforts included trips to Fisk University, Nashville, and Spellman College, Atlanta. Have a contact list of about a dozen students who are interested in UT.
- Faculty and student kudos for recognition from various organizations; Ralph Brockett, Melinda Gibbons, and Rachael Marshall among others.

Public Health (Dr. Paul Erwin)

- Held an alumni gathering event at the APHA meeting in Atlanta, 40 people attended. A regional development officer, a board of advisors member, and Randy Atkins attended. An MPH alumna, a senior ranking CDC agent, also took several students on a tour of the CDC while the group was in Atlanta for the meeting.

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

- Several faculty and students attended the NASSS meeting in Canada. Graduate student, Alex Dee, won a minority scholarship award, only one given.
- Hosted about 30 students from Tusculum College interested in sports management, exercise science, and therapeutic recreation.
- Added a diversity and inclusion standing committee to the department and written into the bylaws.

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

- Hosted over 50 hospitality alumni, graduates from 1983 to 2016. It was the idea of an alumnus who is a chef and wanted to give back to the program. Ticket sales raised over \$8,000. In addition, there was one verbal commitment for a gift of \$2,500. Kudos to Carol Costello for assisting with this dinner.

Adjourn

Dean Rider thanked the council and the meeting was adjourned.

**Next Administrative Council Meeting
Friday, January 12, 2017
10:00 a.m. – 12:00 p.m.
412 Claxton Complex**