

# MINUTES

## College of Education, Health, and Human Sciences Administrative Council Meeting February 9, 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, Amy Broemmell, David Cihak, Jeff Cochran, Paul Erwin, Jeff Fairbrother, Courtney Holbert, Elizabeth Johnson, Ami McBride, Norma Mertz, Mary Jane Moran, Julie Morris, Hollie Raynor, Jana Spitzer, Sejin Ha, Katie Kavanagh

### **Welcome**

Dr. Bell welcomed the council and opened the meeting.

### **Approval of Minutes**

Dr. Bell asked for a motion to approve the minutes from the November and January meetings. Dr. Paul Erwin moved to approve the minutes. Dr. Norma Mertz seconded. Ami requested a small change of dates in her January report. All were in favor to approve the minutes with that change. The minutes were approved.

### **Dean's Report – Sherry Bell**

Deans have been tasked to advise the provost about faculty line reallocation across colleges. Five deans worked on the committee, including Dean Rider. No action has been taken on their advice to Dr. Zomchick. Deans do not recommend reallocating across colleges, according to their report. The group has also been tasked to develop criteria if the process does occur. This topic was discussed in the college check-in meeting with Dr. Zomchick. UTK may be going in the direction of reallocating lines and moving away from the model of keeping lines within the college.

The traditional process of meeting with the provost in the spring has been revised this year. In the past, department heads provided input to the dean prior to the meeting. This year, data were provided by the provost shortly before the meeting. Within CEHHS, we will need to show strategic reallocation, an explicit effort to do that. Detailed justification for faculty searches will be required. The next meeting with the provost will be a hiring request meeting. Department heads need to understand the data and trends and how their department compares to other units.

Cluster hires – a call has come out for data science. Proposals for other cluster hires are being developed; several areas in CEHHS are working on proposals. It may happen that some tenure track faculty lines will be pulled to go into the cluster hires. There is no college oversight for proposals for cluster hires. There is not necessarily a connection to college planning or even the needs of the college.

Dr. Bell is working with Dean Rider to move non-tenure track evaluations along. There are guidelines for lecturers, but not for clinical, research, or practice. Last year was the first year for online NTT evaluations. It is important for the department head to initiate the evaluation (and do one every year) for NTT faculty. After a five-year term, the faculty member may go up for promotion. Not having evaluations for their dossier can hurt them. The college and department are responsible for setting criteria for tenure track and non-tenure track promotion. The annual review process should mirror the promotion process. Dr. Fairbrother will resend a PDF outlining this information.

### **Associate Deans' Reports**

#### **Jeff Fairbrother**

Handouts and report are on SharePoint. Please read the information provided on them.

Day on the Hill for the State legislature is coming up. Discussion will be around graduate school education and how graduates contribute to workforce development. Dr. Fairbrother is trying to find out exactly what they mean when referring to workforce development. Due date for information on this topic is February 21.

Dr. Fairbrother is interested in knowing departments' recruitment plans—specifically for graduate students. CFS has plan for students overall, not just graduate. DTBGSE has a plan in place.

A former student contacted Dr. Fairbrother about partnering with Pedal for Alzheimer's which came out of Pedal for Pat. It is a 501c3 raising money for Alzheimer's. A partnership could have opportunities for service learning and practicum hours. Contact Dr. Fairbrother if you are interested.

Dr. Fairbrother distributed a data summary box to department heads and Jana. It has data on undergraduate admitted students. It intersects recruitment efforts, quality of students, and diversity/inclusion. It can help departments target communication and outreach efforts. Coordinate with Jana so that efforts are not overlapping.

CIP codes – please give him information by February 11.

### **David Cihak**

Handouts are on SharePoint.

Travel allocations to date are at the limit. Some requests for travel support may have to be denied.

Dr. Benner started work on a data-share agreement with aspirational universities. Our college is unique in that it includes more than just education. Several of the other universities also have programs that correspond to non-education programs in our college. There may be interest for KRSS, RHTM, and CFS (non-child development programs) to be involved, too. Cihak will move forward with the agreement. He will need to work with Kelly Steele to make sure the MOU receives the proper campus approvals.

Our teacher education programs ranked in the highest category this year. The State report is coming out on February 15.

### **Budget Report – Ami McBride**

Ami sent out course fee proposals. There will be intense scrutiny on these, please do not make errors. Jonee has retired and she used to correct errors. That will not be case now. Proposals with errors will be rejected.

Treadmill desks are now considered a liability. Contact Ami before considering a purchase of a treadmill desk. Chris Cimino will not approve any purchases of the desks.

If you are planning to hold a camp, please contact Risk Management first to ensure appropriate insurance and other security matters are in place.

Budget meetings will be scheduled soon.

The summer school model is changing. There will no longer be income provided for students over their credit limit. That is 12 hours for undergraduate and 9 hours for graduate. In addition, for students who drop after the freeze date, the college will get nothing. Ami is trying to plan to be fiscally responsible. CEHHS may lose approximately \$100,000. Email Ami with ideas on how to make it equitable and fiscally responsible. The associate vice chancellor of finance is driving this change. More clarity is needed on how this new model will work. More information is needed before communicating the change and the impact.

### **Research & External Funding Report – Hollie Raynor & Courtney Holbert**

No report.

### **Advising & Student Services Report – Jana Spitzer**

The colloquium is March 2. The schedule is firm. Jada will be contacting department heads soon to request faculty support for the poster sessions. One to two judges from each department are needed for each poster session. There are 12 posters for each session. Oral presentations will take place all day. Oral presentations will be “judged” by viewer choice. That eliminates the need for faculty judges.

Commencement takes place at 7:00 p.m. on May 11. Stage party should arrive by 6:30. Anton Reece is the speaker, alumnus of ELPS. Dr. Spitzer will need to know who the stage party is by mid-March. She will follow-up with an email to department heads. She will include a formula for the number of faculty each department should send.

Dr. Spitzer attended Civitas training. It is an interesting product. It can help identify “toxic” course combinations. It provides data to aid in making informed decisions about curriculum design. It gives data to identify problems faculty and department heads feel anecdotally.

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

Working on many projects; redesigns and video projects. Working on an issue this week that requires feedback, which she has requested.

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

Handout is on SharePoint.

Annual giving is down in dollars raised, but up in the number of donors. That is unusual and needs to be reviewed. Gifts and grants activity is up. One gift for Camp Koinonia (KRSS) that was just received has been in the works since 2015.

We have 5% more to go to reach the goal of \$40 million for the Journey campaign.

There are three BOA awards for the spring recognition program. Nomination paperwork was sent to department heads. Keep the nominations simple—a statement and CV. The Holt award is new this year. It emphasizes excellence in research. We are the only college on campus that has an award in Andy Holt’s name.

The BOA meeting is April 5-6. Public Health is the highlighted department for this meeting. The Educators Hall of Honor ceremony is in conjunction with the spring meeting. There are seven nominations for honorees.

### **Technology Report – James Remington**

No report.

### **College Senate Report – Elizabeth Johnson**

The topic of invisible labor/service saturation is gaining traction across campus. Dr. Johnson has been speaking to groups on campus about this topic. She will be sending out a summary/reading list to faculty at the end of her term. Vice Provost Theriot is willing to commit resources to bring a speaker to campus. The College Senate is working on a list of possible speakers to give to Vice Provost Theriot.

A call for award nominations has gone out to the college listserv. Nominations are due March 8.

Elections for undergraduate and graduate councils are upcoming. Four people are rotating off the graduate council and one from the undergraduate. Dr. Johnson needs nominations for the elections. The election will be online.

Dr. Johnson will announce at the next meeting who will be the College Senate president elect for next year.

### **Departmental Reports**

*Theory and Practice in Teacher Education (Dr. Amy Broemmel)*

The credentialing committee passed a proposal that will be moving to the Faculty Senate for approval. If it is approved the credentialing committee will be dissolved. The onus to ensure appropriate people are serving on graduate committees will be on department heads. See Dr. Fairbrother’s report on SharePoint.

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

No report

*Public Health (Dr. Paul Erwin)*

No report

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

No report

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

No report

*Nutrition (Dr. Katie Kavanagh for Dr. Jay Whelan)*

A faculty member won a prestigious award. Information about that will be shared by email.

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

No report

*Educational Psychology and Counseling (Dr. Jeff Cochran)*

No report

**Strategic Plan Update & Discussion**

No minutes taken for this portion of the meeting.

**Adjourn**

Dr. Bell thanked the council and adjourned the meeting.

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