

# MINUTES

## College of Education, Health, and Human Sciences Administrative Council Meeting Friday, April 13, 2018

**Council Members:** Randy Atkins, David Bassett, Sherry Bell, Amy Broemmel, 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, Sherry Bell, Amy Broemmel, David Cihak, Jeff Cochran, Jeff Fairbrother, Ann Fairhurst, Courtney Holbert, Elizabeth Johnson, Ami McBride, Julie Morris, Hollie Raynor, James Remington, Jana Spitzer, Jay Whelan, Steven Waller, J. Chen

### **Welcome & Approval of Minutes**

Dr. Bell welcomed the council and opened the meeting.

Dr. Bell asked for a motion to approve the minutes from the March meeting. Dr. Cochran moved to approve the minutes, Dr. Fairhurst seconded, and all were in favor.

### **Cherokee Farm – Cliff Hawks**

Cliff Hawks was not able to attend the meeting as planned. Dr. Fairbrother presented the information he was going to share.

Cherokee Farm is an innovation hub to foster collaboration with industry. They are working to get industries to locate onto Cherokee Farm using leverage of partnerships. There is potential for areas within CEHHS to partner with industries locating on Cherokee Farm. Examples are onsite childcare provided by ELC, food service provided by Culinary Institute/RHTM, medical companies partnering with Nutrition, education companies partnering with BGSE, etc.

### **Dean's Report, Strategic Report – Sherry Bell**

Thank you to everyone who worked on the Board of Advisors meeting and the Educators Hall of Honor banquet, especially Randy and Penny. All good reports for the Public Health presentation and the Educators Hall of Honor was a special evening as usual. The RHTM Appalachian Spring event was incredible, too.

Business as usual from the Council of Deans. The University is investing in data gathering software mandated by the Board of Trustees. The goal is to compare UT to similar universities.

A handout was given of the strategic priority objectives. It was agreed to use OIRA data tracked by Advising & Student Services for retention, objective #1. Three departments have given feedback on objective #2. For objective #3, many department heads included their department's recruitment initiatives in their own reviews this year. Dr. Cihak will provide a Google form to inventory what was done this year. Dr. Fairbrother reminded everyone of the admissions data sheet, which includes an abundance of underrepresented students. Use it to reach out to them with a personal touch. Increasing undergraduate numbers may affect graduate numbers, too. Please let Jada know when you are doing inclusion activities so it is coordinated with the college. Objective #4 has some wording changes to make it clearer. Dr. Raynor and Courtney also added actions steps, posted on SharePoint. Everyone agreed with the change of wording. Objective #6 was changed completely based on feedback from department heads. The metric of increasing by 10% is a suggestion that the group agrees to in theory. Summer School funding may affect the amount of money available for travel. May need to look at ways to increase money for travel through development and research. All agreed with objective #7 to increase donor-funded graduate assistantships/fellowships. Unless there are further comments, this topic is done for now.

### **Associate Deans' Reports**

#### **Jeff Fairbrother**

There is an official call to identify first generation faculty. There may be opportunities for them to be involved in welcoming first generation students and other areas. Departments should send this information to Dr. Fairbrother.

First research seminar for faculty and staff professional development. Eight faculty members volunteered to serve as panelists.

June 1 deadline for fixes to address the 2017-18 SACS reports. Any program below satisfactory needs to address that. The associate deans will be meeting with departments to come up with a strategy. The university's periodic review is coming up. That is why there is an increased focus this year.

There are new Graduate School policies. They have gone through the Academic Policy Committee and approved by Graduate Council. One critical change is to master's programs and comprehensive exams. Also, change to guidelines for serving on Ph.D. committees. The document listing all of the policy changes is on SharePoint. Make sure to read it.

Previously, a document was distributed outlining the DARS initiative and timeline. Catalog revisions must be in by December's deadline. Graduate classes will be in DARS so catalog copy must be programmable. Course requirements must be specific.

General education is being revised which will affect all catalog copy. Be thinking about what will need to change for your programs.

The Undergraduate Council decided to delay decision on mid-term grading requirement. This decision could be a big burden on lecturers teaching large amounts of undergraduate students, such as Lee Murphy in Nutrition. A technical solution to automate would be better.

Nutrition and KRSS are participating in the Canvas attendance tracking pilot.

Make sure to review full report in SharePoint for all reminders.

#### David Cihak

Working with Ami for next year's travel projections, funding may be down. Reminder about requests. Please use the form—the older paper system—and submit it to Diane. SERIF international travel requests have an additional form that must be submitted in a chain of emails. Not doing this delays approvals. Keep Diane in the loop for all requests. Current expenditures are \$97,000 for FY2018. It may be difficult to plan for FY2019 without knowing about summer school impact. There is much discussion regarding summer school and travel funding.

There is an initiative to prepare teachers to address school shootings. An April follow up meeting is planned with TPTE, EPC, and Social Work.

The Goodrich lecture is being replaced this year with the BGSE lecture series. The lecture will be October 11. Dr. Sam Odom is the speaker. Dr. Odom is a senior research scientist at the Frank Porter Graham Child Development Institute and professor in the UNC-Chapel Hill School of Education.

New changes in teacher prep will mostly affect CFS and TPTE.

#### **Budget Report – Ami McBride**

Start-up carryover requests are due on April 15.

Summer pay instructions were emailed April 2. Faculty cannot make more than 33.33% of salary for total summer pay. Effort certification will be required for May, June, and July for additional pay processed on WBS elements.

Budget detail for FY2019 will be requested next week—by GL code.

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

The revitalized website is up and aligned with the college site. Note there is a form on the site for submitting a proposal. This form should be used by anyone wanting to submit a proposal. The form will be routed to Dr. Raynor, Courtney, and Kelly. It is important they know as soon as possible, even before work starts on a proposal. This helps with consistency and quality of proposals across the college. It is also critical for coPI's working collaboratively across campus to submit the form. This helps the project budgets to be set up correctly for capturing any money that is due to our college and departments.

Courtney and Kelly are researching all the actual awards we have by department. This will be ongoing for the next year or two. The big federal or large foundation awards are the focus. This will help identify training opportunities for accounting staff and PI's. They are developing an awards checklist for PI's and staff to use.

Dr. Raynor and Courtney met with Robert Nobles, AVC for Research. He encouraged them to take advantage of resources available in the Office of Research and Engagement. They will identify ways to do this for both service and financial resources. He thought the strategic plan was good and encouraged them that the college can make headway in gaining additional external funding.

There have been many requests from graduate students looking for external funding for themselves. Graduate students should be going through their faculty advisor. For various reasons, it may not be appropriate for the student to be the lead on research. There are also concerns over intellectual property. They will be working to help faculty better understand how to work with their graduate students and external funding for research.

James set up a research listserv to send messages to faculty who are interested in receiving announcements about external funding opportunities and other research information. This is separate from the existing cehhs-faculty listserv and the cehhs-all listserv.

Dr. Raynor met with Javiette Samuel, director of Community Engagement and Outreach. She will share with the council the information she learned regarding the work being done to define “engaged scholarship.”

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

Please coordinate efforts for first year recruitment with Jada Russell. Confirmation deadline is May 1.

A new advisor, Melanie Barts, will start mid-May. She is filling the position vacated by Sharon Couch.

A newly added advisor position is posted. The funding is from the second round of Advising 2020.

There was a campus wide advising assessment, developed by Jennifer Morrow in EPC. The pilot was last year and this is the second year it has been used to gather undergraduate advising data. Information will be shared as it is received.

Commencement is May 11. Anton Reece, president of Western Kentucky Community and Technical College, is the guest speaker for our college. Dr. Reece is an alumnus of CEHHS.

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

Gave a report to the Board of Advisors at their March meeting. Covered the progress made with marketing efforts in the last three years. Forty-five formal press releases went out in the last year. The year before Jules started with CEHHS there were eleven formal press releases. Cleaned up branding and design work, there is a strong and engaged social media presence, encouraged training and a culture of sharing across the college, created a marketing ambassador program, recreating Accolades for a stronger web presence, and working on projects for each department. Strategic use of student workers and Bonnie (part-time web) is how Jules is able to accomplish everything required.

With the loss of support from campus communications and marketing, she is implementing a workflow process this summer. Any external facing work must go through her to ensure the work conforms to university branding. Media relations requests will also have to go through Jules, because we no longer have the support of Tyra Haag. With the decreasing support from campus, it is important to keep the momentum gained in the last three years. The goal to have 25% staff person in each department has not happened. A brainstorming meeting to find solutions should take place after spring semester.

Four to five highlights are needed from each department for Accolades.

Graduation stories are needed to feature with UT campus communications.

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

Feedback from the Board of Advisors is very positive. Thank you to everyone who gave their time and effort to meet with the board. Public Health was the featured department. They provided a very engaging presentation through speed networking highlighting faculty specialties and educational impact. A live classroom visit was included, too. The board will soon complete their current focus of giving and are soliciting ideas for their next focus area.

The monthly report is available on SharePoint. March numbers for annual giving are not available yet. Join the Journey is at 95.8% of the goal of \$40 million.

Faculty receiving the BOA awards are Angela Wozencroft (outreach and engagement) and Gary Skolits (faculty support). Julia Jaekel is receiving the new Holt professorship award.

Educators Hall of Honor honorees for 2018 are Susan Benner, Dulcie Peccolo, Susan Dillard, and several others. Dr. Bell did a great job hosting standing in for Dean Rider. Press and web release coming out today.

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

Submitted the student tech fee request, expecting \$70-75,000 to be covered. James will let departments know what is awarded.

Thirty percent done installing 78 computers for refresh.

Working with UTPD detectives on recent thefts in BEC. None were forced entries. It appears someone is checking for unlocked doors and taking advantage of them. It is happening all over campus. James will email suggestions on precautions to take.

OIT will be upgrading BEC classrooms in the summer. The rooms will be completely redone with lighting, paint, carpet, technology, etc.

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

Working with Provost's office, three commissions, and college mentoring council on the disparity in labor and service saturation issue. This is a university effort, but all the people on the committee are from our college. Dr. Theriot's office is working on logistics for a guest lecturer in the fall.

Thank you for patience with the undergraduate and graduate council elections. There were issues with the software, but elections are finished.

Reminder that she needs to hear from the departments regarding the changes to the bylaws. She needs to know the number of voting faculty, number opposed, and number in favor—the changes will pass with a 2/3 favorable vote of the voting faculty.

Jennifer Jabson is the president elect for the College Senate in 2018-19. Thank you to Dr. Johnson for serving as president this year.

### **Departmental Reports**

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

- First year cohort of counselor ed doc students won American Counseling Association graduate ethics competition.
- Bob Williams received the Joe Johnson lifetime service award for 50 years of service.
- Masters level online programs are going strong, reaching the targeted goals earlier than expected.

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

- Circulating flyer for April 26 screening of The Voices of Children.

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

- RHTM advisory board meeting was Friday, April 6. Eleven student teams presented graduate and undergraduate poster presentations to the board members.
- The Appalachian Spring fundraiser, honoring Sam Beall. 252 people attended and over \$45,000 was raised.

#### *Kinesiology, Recreation, and Sports Studies (Dr. Steve Waller for Dr. David Bassett)*

- Camp Koinonia is finishing-up this year's camp today. This was the 46<sup>th</sup> year for the camp and included 150 campers and 220 volunteers.
- Partners in Sports celebrated 20 years on 4/12. Visitors included Joan Cronan and Buck Jones. \$20,000 in scholarships were given out.
- Peter Bodary, guest lecturer from University of Michigan, 4/19, Using Gamified and Project Based Learning Strategies to Engage Students in Kinesiology (interesting for anyone who teaches large classes).

#### *Public Health (Dr. J. Chen for Dr. Paul Erwin)*

- Hosted the Dean's Board of Advisors using speed networking to highlight the department.
- Student's from Dr. Barroso's PUBH 201 class won first place in the TPHA student video contest—3<sup>rd</sup> year her students have won this award.

- The department is in the early stages of developing an undergraduate major in public health.

*Nutrition (Dr. Jay Whelan)*

No report

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

- The Center for Children’s and Young Adult Literature recently held a teacher outreach event. Cross program activities offered for science and literacy.
- Searching for 2 clinical assistant professors in STEM.
- Finished a search for clinical assistant professor in deaf ed, hard of hearing and ASL.
- Filled 3 tenure track faculty positions in STEM, literacy, and art ed.

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

No report

**Adjourn**

Dr. Bell thanked the council and adjourned the meeting.

**Next Administrative Council Meeting**

**RETREAT**

**Wednesday, August 15, 2018**

**8:00 a.m. – 12:00 p.m.**

**Four Points Sheraton/Knoxville Cumberland House, Parkview A Ballroom**