

MINUTES

College of Education, Health, and Human Sciences Administrative Council Meeting August 15, 2018

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

Welcome

Dean Rider welcomed the council and opened the meeting. He welcomed Dr. Jennifer Jabson, College Senate President for 2018-19. Congratulations to Dr. Whelan for the Department of Nutrition's ACEND reaccreditation. Thank you to Dr. Sherry Bell for standing in as Acting Dean this year. Congratulations to the Center for Sport, Peace, and Society for being honored with the Stuart Scott ENSPIRE Award at the ESPN's Sports Humanitarian Awards.

Highlights from COD:

- Dr. David Manderscheid, Provost, started July 1. He comes from The Ohio State University.
- Appreciation goes out to Dr. John Zomchick for his support and leadership as Interim Provost.
- The freshman class has a record amount of students at 5,180. Students in the middle 50 percent of the class have ACT scores between 25 and 30 and a high school GPA between 3.6 and 4.3.
- First year student retention is at 87%. Getting closer to the goal of 89%.
- Post-tenure review process is a hot topic now. It is becoming more difficult to get approval for early tenure consideration.

Approval of Minutes

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

Strategic Plan Review – Sherry Bell

Dr. Bell recapped the process the Council followed to identify objectives for each priority. The objectives were ranked by importance and feasibility and one objective was chosen to be tracked for each priority. Individuals have been assigned for data collection for each objective. Documents are available on SharePoint.

Objective 1 – first time freshman retention rate. Care needs to be taken for every contact with freshmen; every contact is valuable. Increasing opportunities to engage in the major earlier may help them overcome discouragement. A graph showing fluctuation in retention numbers will be posted on SharePoint. Poor academic performance and financial strain are the top reasons for students to leave.

Objective 2 – percentage of PhD and DrPH students submitting manuscripts. More clarification of data is needed with this one. Not all departments measure the same way.

Objective 3 – partnerships and/or recruiting initiatives for under-represented students. Dr. Cihak has begun collecting data for a baseline. Relationships with other colleges, and even industry, are good channels to recruit graduate students.

Objective 7 – donor-funded graduate assistantships/fellowships. Goal is to increase by 25 this year.

The plan and objectives will be reviewed again during the last meeting in the spring.

Associate Deans' Reports

Jeff Fairbrother

SACS reporting is due September 14. The reporting interface has changed this year and training is available. Dr. Fairbrother and Dr. Cihak will be reviewing the reports to fix problems on the front end as opposed to later in the process.

Experienced learning designations – renewing Carnegie Community Engagement Classification. More information to follow. Changes in courses to be designated as experienced learning need to go through the curricular review process. Changes are due by October 15.

Gen Ed changes are coming in 2020-2021. Learning objectives are being finalized this year. Faculty sub-committees will be formed and then a call for new Gen Ed courses to fit the new objectives will go out. Proposals will be accepted all year this year. The curricular review for new courses will be next Fall. Departments need to review catalog pages to coordinate with new Gen Ed categories and courses.

Kayla distributed CRC guidelines earlier this year. October 15 is the deadline for proposals for old Gen Ed and experience learning designation changes. December 1 is the deadline for undergrad and grad submissions for the 2019-20 catalog.

Graduate catalog review continues. The Graduate School is making changes to the structure of the catalog. The index will be topical instead of A-Z. Clarifying unclear language. A parallel review of DARS for graduate programs is underway. Every program will be contacted to review their catalog pages to make sure requirements are clear and specific not vague.

3MT – working with Dr. Raynor and Dr. Cihak to plan this year. Adding an in-college competition to give students a chance to rehearse before a campus-wide competition.

A link is provided on the handout to the Graduate Blueprint. It is a statistics portal for data on admissions, enrollment, and support. Modules to come on success and placement. Let Ami know if financial data looks wrong.

The Graduate School asks departments to add to their graduate handbook a one-page summary for key steps to get a PhD in their programs.

Elements and faculty annual reviews – an email was sent outlining how Elements will be a part of productivity on faculty annual reviews, but not the only part. Please encourage faculty to keep up their information in Elements. It is critical.

CEHHS received 4 out of 14 Tennessee graduate fellowships for excellence: EPC, KRSS, TPTE, and Public Health.

David Cihak

Travel – counted the number of faculty and staff and 2017-18 breakdown of support for each level. Dr. Cihak is proposing to give less support as faculty progress in their career. Email comments to him before he finalizes the plan for this year. Requests must be submitted 14 days prior to traveling, 60 days prior for international trips. Encourage travelers to take advantage of funding sources such as start-up funds if they have access to them.

Strategic plan priority 3 – continuing to collect data on initiatives this year. Departments not listed should let Dr. Cihak know if they have any partnerships or are doing any recruiting activities for under-represented students.

Online learning – plans continue on campus to invest in this effort. The university is considering hiring an OPM to provide a menu of external support. The benefits of that would be a shopping cart approach to the support needed. The model is 25/1 ratio of student to faculty, faculty being adjunct, one senior faculty having 3-4 adjuncts teaching under them. More information to come.

Research & External Funding Report – Hollie Raynor & Courtney Holbert

Data reported now are relevant, but do not map to the strategic plan objectives. Dr. Raynor and Courtney will be working on creating a database to collect data needed to support the strategic plan.

External funding strategic plan documents are available on SharePoint and on the Office of External Funding website, <https://cehhs.utk.edu/our-strategic-plan/>. The plan is now final with revised rollout dates. Rollout will be discussed with the departments at their upcoming retreats. Funds have been budgeted to support external review of proposals, faculty course releases, and faculty travel to meet with program officers. Guidelines are established to implement each of these. Guidelines for the college are very similar to ORE.

Dr. Raynor and Courtney are working to change the culture of how faculty interact with the external funding department. Courtney and Kelly should be involved in the proposal process very early to help remove barriers that faculty encounter during the process. Department heads are encouraged to inform faculty of their expectations for submissions and working through the process. One area of concentration will be budgeting. Instead of waiting to the end of the process, the budget should be done earlier so all issues can be discussed with the department head.

Overall compliance seems to be an issue, compliance to policies such as fiscal, programs for minors, etc. Compliance is a priority and college leadership/department heads need to communicate that to faculty. The team is putting into place support mechanisms to help faculty with compliance.

Three collaborative research teams are being formed: focus areas are obesity, STEM, and cultural competency. Faculty are encouraged to participate in these working teams.

Professional development seminars, one per semester, will begin this fall. This is in collaboration with the Associate Dean for Academic and Faculty Affairs. The topic this fall is intellectual property.

Monthly workshops are scheduled to cover topics that have come up as issues. They are open to all faculty specifically junior faculty.

The Program for Minors sends a quarterly compliance report to each college. Please review the online list of registered programs and see if any programs are missing from your department. It rests on the program director to make sure the program is registered. All adults involved with a program for minors must attend training and have a background check. It is a priority to identify programs not registered and get them registered. This does not apply to programs that are part of a class for course credit.

There is a presentation on SharePoint regarding engaged scholarship and considerations for updates to departmental and college bylaws. Engaged scholarship must be part of departmental and college bylaws for UT to continue the Carnegie classification. Engaged scholarship is research, teaching, and service and the connection of community engagement in each of these areas. Many faculty are very close to engaged scholarship, but may be missing a small step such as presenting. Engaged scholarship is the topic of the professional development workshop on October 8.

Undergraduate student transcripts will now include activities outside of standard curriculum such as undergrad research.

The VC of Research tasked colleges to develop a one-page handout to share with funders. Please give Dr. Raynor feedback on the handout.

External funding data show the trend of submitting less proposals and decreasing funding rate. The award amount for fiscal year 2018 was \$8.3 million. External funding greatly affects F&A return, which is a major funding source for the college. Please encourage faculty to submit proposals. The team has been working to improve support services for faculty and departments and submissions are going up slightly. There are 121 tenure track faculty and FY18 there were 83 proposals—including proposals from non-tenure track faculty. There was discussion regarding external funding, scholarship, and the need to incorporate research into each grant proposal.

Budget Report – Ami McBride

Spreadsheet, on SharePoint, showing expected F&A for the fiscal year and amount of funding per tenure/tenure track faculty by department. Average total for the academic units is just under \$36,000. Centers also account for a large amount of expenditures. There is just under \$12 million in direct externally funded moneys coming in with \$997,798 F&A. Another sheet shows direct and F&A by fund center. Another shows direct and F&A by PI. The last sheet shows the history of F&A for the college.

Spreadsheet, sources of funding FY18, on SharePoint. This spreadsheet shows what moneys the college has available. Within the recurring budget, the college is not able to fund all departmental operating budgets and faculty lines without pulling from other sources (R accounts). College funds are for start-up, salaries, operating, and travel.

Spreadsheet, sources of funding FY19, on SharePoint. This shows how tight the budget is. Strategic decisions need to be made on how to spend the money. Research and F&A are the source of funds most within our control to generate. Going forward, when faculty leave, some funds will be set aside for recruiting, moving allowance, and adjuncts to cover teaching. Some funds will have to be utilized for operating budgets to keep them at the same level

as the past. There was discussion about how the group must think strategically on expenditures and income generation. RCM is a topic of discussion on campus, so significant budgeting changes may be coming.

Advising & Student Services Report – Jana Spitzer

Handouts - Orientation numbers held steady this year. Undergraduates enrolled trending and compared to other colleges on campus. CEHHS serves many more students than reflected in the numbers. In particular, TPTE students are not indicated in the numbers. The OIRA site is impressively easy to pull up data by department, college, major, etc. Enrollment is after 10th day of classes, the student profile lists their major in a particular program. Transfers and major changes are very difficult to track.

Fall recruitment opportunities are coming up, such as Rocky Top Tailgate. Faculty are encouraged to attend to represent their departments.

Contract for Grades First, advising note tool, expires in March. Vendors are visiting campus to showcase their products. A solution other than Grades First may be coming.

There are two new advisors this year. Melanie Barts took Sharon Couch's place. Mallory Schweim is filling a new line made available from Advising 2020. The department is reviewing how to use the additional staffing to better assist departments.

Dr. Raynor has been working Advising and Student Services on undergraduate research and graduate colloquium—increasing student and faculty involvement.

Marketing & Communications Report – Julie Morris

Following up from summer meeting – Ideally each department would have a person having a portion of their time dedicated to marketing efforts. Departments would be creating content and telling their stories, developing marketing priorities, developing simple graphics, and investing in marketing materials. Jules should be providing support, not doing the entire marketing process for each department. She sees her office providing guidance and structure, providing design support, building a college-level presence, curating and sharing content from the departments, training and supporting departmental marketing staff, collaborating with other campus units to utilize available resources, building actionable and measurable marketing plans with each department, alumni communications, media and event promotions, larger design needs, ensuring we are in brand style guidelines, environmental branding, crisis media management, public relations, internal communications, social media marketing, search engine optimization, working on behavioral and customer segmentation, and being an integral part of the strategic planning process.

Marketing Highlights handout – 73 press releases this year, leading to hundreds of local and regional media placements. Still largest UTK academic account on Instagram. Reached 750,000 unique users on Facebook and 224,000 on Twitter. Handout also highlights CANVA, Accolades, website growth, marketing ambassador program, and alumni test pilot.

Media crisis management – Please loop Jules in early if you know of anything happening so she can help you navigate communication with media and UT Communications department.

Two new PR specialists with UT Communications, one for STEM/health and human sciences and one for education. They will help write the college's press releases.

Development Report – Randy Atkins

Handout – Development Report FY 2018. College fund/annual giving donors and money raised are up. Thirty-six proposals submitted in gift solicitations. Gifts/grants are a combination of teamwork and patience for the college. Join the Journey campaign – very close to the \$40 million goal. Dean's Board of Advisors meeting will highlight the Department of Nutrition and Center for Sport Peace and Society, September 6-7.

Technology Report – James Remington

Received \$75,000 in student tech fee funding. There is a trend of increasing recurring funding requests and decreasing one-time requests.

Security plan audits—the University failed audit because plans were not written. The steps are in place to protect systems, just not documented. James will be meeting with faculty to identify systems he is unaware of—used mostly for research data collection.

T-storage (departmental shared files) are going away. James will be migrating the college to One Drive storage. It is cloud capable so you can login anywhere and access through Office 365. SharePoint is also being migrated to the cloud.

Port audits are being conducted for each department. Finding ports not in use and reassigning ports to the rightful departments.

James will be meeting with the departments to find the best printing solutions. Cost savings are anticipated by using copier/network printers and reducing desktop printers.

College Senate Report– Jennifer Jabson

The work of the College Senate is to support and advocate for faculty. Last year the College Senate concentrated on service saturation and invisible labor. In January, with the Office of the Provost, the College Senate is bringing in Dr. Christine Stanley from Texas A&M to lead discussion/workshop on this topic. Dr. Stanley is a Professor of Higher Education in the Department of Educational Administration and Human Resource Development in the College of Education and Human Development.

First meeting is in August and projects for this year will be decided then.

Departmental Reports

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

- 6 faculty were tenured and/or promoted
- New faculty, one in STEM science and one in literacy, both are ready to do funded research
- VolsTeach- right sizing and reconfiguring
- Preparing for CAEP reaccreditation
- Preparing to search on new faculty line

Child and Family Studies (Dr. Mary Jane Moran)

- Approved to search on faculty line vacated by Dr. Djonko-Moore who resigned unexpectedly
- September 6 – internationally renowned cross-cultural scholar in early education is speaking on his recent research on deaf education and early education in France, Japan, and US.
- Mid-cycle review this year
- Ambassador UG recruitment, now at 10 students, attend recruiting events

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

- Jared Porter, new associate professor in motor learning
- Search underway for 3 professors of practice—one each in exercise physiology, therapeutic recreation, and biomechanics
- The Joan Cronan graduate fellow for 2018-19 is Erin Holland

Educational Psychology and Counseling (Dr. Jeff Cochran)

- New staff member, Kathi Pauling
- New faculty spousal hire, Bob Richardson, 3-year appointment, teaching in EPC and TPTE
- Making printer changes that should save \$9,000
- Partnership with Spelman College, will be covering cost of their students' graduate application fees to UT, should increase the diversity of applicant pool

Educational Leadership and Policy Studies (Dr. Norma Mertz)

- Pamela Angelle promoted to full professor
- New faculty, Sonya Hayes, assistant professor in Higher Education
- A doctoral student in Higher Ed is also in the Bredesen Center data science/data analytics program
- Leadership Academy is working with rural school districts and has a full cohort this year

Public Health AND Nutrition (Dr. Jay Whelan)

- Dr. Whelan is acting as interim head for Public Health in addition to department head for Nutrition
- Public Health had two faculty promotions—Jennifer Jabson and Clea McNeely
- Nutrition wet labs moving to the Mossman building, still working on new building issues
- Dietetic Internship program and undergraduate didactic program were reaccredited.
- Approved to move forward with a pilot 5-year program for masters in Nutrition
- Guoxun Chen received a small grant

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

- Several faculty traveled internationally this summer using SARIF funds
- The Appalachian Spring fundraiser raised \$42,000, helped to fund Preservation Kitchen, honoring Sam Beall—one life goal for him was access to good, nutritional food for every family
- Great Smokey Mountain Food Days, September 28-29, sponsored by Cowgirl Creamery

Adjourn

Dean Rider thanked the council and adjourned the meeting.

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