

MINUTES

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

Council Members: David Bassett, Sherry Bell, David Cihak, Jeff Cochran, Jeff Fairbrother, Ann Fairhurst, Jennifer Jabson, Ami McBride, Norma Mertz, Mary Jane Moran, Hollie Raynor, Bob Rider, Jay Whelan

Present:

David Bassett, Sherry Bell, David Cihak, Jeff Cochran, Ann Fairhurst, Dawn Hawkersmith, Ahmed Bettaieb, Ami McBride, Norma Mertz, Mary Jane Moran, Hollie Raynor, Bob Rider, 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 retreat. Dr. Mertz moved to approve the minutes, Dr. Fairhurst seconded, and all were in favor. The minutes were approved.

Announcements & Dean's Report – Bob Rider

The size of the Administrative Council has been reduced. This will make the council more efficient. Directors will no longer attend, except the budget director. If directors need to report something, they can add a report to SharePoint. Other council members may invite directors to attend as needed. The College Senate will still be represented on the council by the College Senate president. Dean Rider will also have Dr. Jana Spitzer attend to represent the student voice in shared governance.

The first Bailey Graduate School of Education lecture was successful. Dr. Samuel Odom, a nationally recognized expert on special education, was the speaker. The lecture was in conjunction with TPTE's award ceremony. Many members from the Dean's Board of Advisors and community advocates attended.

The Student Awards Celebration is October 16. Encourage students and faculty to attend. Donors will be attending.

Associate Deans' Reports

Jeff Fairbrother

No report. Dr. Fairbrother was traveling.

David Cihak

The travel report is on SharePoint. Just over \$40,000 have been distributed. SARIF travel has increased this year.

Dr. Sam Odom enjoyed being back on campus for the BGSE lecture on October 11. He also received the distinguished alumni award from TPTE during their award ceremony.

Secured \$200,000 for scholarships to support teacher candidates of color. Guidelines are being developed with Advising and the scholarship committee.

October 22 is the due date for 3MT presentations proposals. Submit them to the associate deans. Dr. Cihak will email details about 3MT after the meeting.

Research & External Funding Report – Hollie Raynor

Two training sessions for faculty and a professional development seminar have taken place. Attendance is good and feedback is positive. There are requests for more training and support. Thanks to Eugene Fitzhugh, Melinda Gibbons, and David Bassett who assisted with the professional development seminar.

The first seminar for undergrad students encouraging undergrad research is October 15. This is to address the UT goal to increase the number of undergraduates involved in research—now at 2,000 and goal is 4,000. Seven

faculty have agreed to be part of a panel to discuss how they involve undergrad students in their research—Rachel Chen, Michelle Childs, Stephanie Benjamin, Sarah Colby, Jared Porter, Megan Haselschwerdt, and Samantha Ehrlich. Ami informed the council that there is a specific job title for undergrad students hired to work on research projects. Please use that job title so that the work can be captured correctly. ORE is also looking at curriculum that should be classified as undergrad research. Dr. Raynor will forward the list of classes to department heads for agreement.

Dr. Raynor and Dr. Bassett met with the provost and interim vice chancellor for research regarding the cluster hire. Space was a big part of the discussion. For the cluster to be successful, they need to be located close to each other. There is space in Jessie Harris and HPER, but would require significant renovation. They are tasked with hiring the lead person by the end of the fiscal year. There are six permanent tenure-track faculty lines coming with this cluster hire.

There have been challenges this year with faculty certifying effort appropriately. In June, due to audits, the university put into place an initial certification process. Because this is such an important issue, there will be mandatory training for all faculty (except lecturers) in CEHHS. Working with Jay Taylor from Sponsored Projects Accounting to develop training. Training will take place in November. More information will follow in email.

Other compliance and mandatory trainings are being tracked – outside interest reporting, security awareness, and Title IX.

Data for strategic plan are almost ready to run reports. Past five years of data were entered manually, but it should be easier going forward. Meetings will take place as needed to explain the data.

The research incentive plan (RIP) was sent out this week. Objectives of the plan are to have faculty document effort as it occurs year-round and to have faculty engage in the external funding process. The plan is for 9-month faculty who meet expectations. Funds received the year after the salary recovery. Maximum salary recovery is 20% of base salary. Departments get 5%. Salary recovered is in an E account where the funds are unrestricted, unlike an R account that is restricted. The plan does not put any restriction on size of F&A or on direct costs. Dean Rider asked the council to vote on the plan. Dr. Mertz moved to approve, Dr. Bassett seconded, and all were in favor. ORE will need to review and approve the plan before it is implemented.

There is an opportunity for additional support from the ORE. A liaison designated for our college. This is a pilot without guidelines right now. It is no cost to the college. Dr. Raynor is gathering ideas for how this position should be used. Jim Mazzoucolo is the person identified from ORE to be the liaison.

Budget Report – Ami McBride

Ami sent out an Excel workbook to the council; it is also on SharePoint. It shows who is generating revenue and who is using the revenue. The information will be used to think strategically regarding how college funds are generated and used. The spreadsheet does not include sources of revenue generated by the departments for themselves.

The spreadsheet shows the college retaining \$395,978 this year and spending \$504,282. Carry over will be used to make up the difference this year. Central administration did give money for faculty lines, but to salary only. Central administration does not provide operating money. When the college gives departments operating money, it deducts from salaries. Research is being stressed because F&A (RIF) is one area that the college has the ability to increase. Distance education is another area, but resources will be needed to develop programs before revenue is generated.

College Senate Report– Jennifer Jabson

Dr. Ahmed Bettaieb attended representing the College Senate. Dr. Jennifer Jabson was traveling.

There are upcoming changes to the bylaws due to the new post-tenure review process. There is also discussion regarding assistant professors going up for early tenure review.

The College Senate continues to work on awareness of service saturation. This is now a campus effort with the speaker coming to campus from Texas A&M.

Faculty mentoring relationships is another area of discussion, especially training for mentors. The Faculty Mentor Council should be working with the College Senate on this topic. Dean Rider will speak with Dr. Steven Waller regarding this.

Departmental Reports

Nutrition & Public Health (Dr. Jay Whelan)

- Public Health faculty have been working on revisiting an undergraduate program, developing online programs, developing a 5-year MPH program, and submitted modifications to the DrPH program.

Child and Family Studies (Dr. Mary Jane Moran)

- Faculty search underway for early childhood education
- One faculty retirement coming, it was unexpected
- September lecture, Dr. Joe Tobin, was successful

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

- Three searches are underway for assistant professor of practice lines. These are new faculty lines.
- Dr. Bassett will be honorary coach at an upcoming football game

Educational Leadership and Policy Studies (Dr. Norma Mertz)

- Dr. Mertz expressed her appreciation for Ami's efforts to transform staff to budget managers

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

- The Great Smoky Mountain Food Days had over 100 attendees. Hoping for an additional estate gift resulting from the event.

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

- Search underway for assistant professor in communication sciences and disorders
- Successful recognition program. Recognized three alumni, three community advocates, and three collaborators.

Educational Psychology and Counseling (Dr. Jeff Cochran)

- Recruiting trips continue to HBCU's, Spellman and Fisk
- Working with Spellman on ways to encourage their undergraduate students to apply at UT for graduate school

Adjourn

Dean Rider congratulated Ami on her new position as budget director with the Tickle College of Engineering. He thanked her for her time working with our college. Dean Rider thanked the council and adjourned the meeting.

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