MINUTES

College of Education, Health, and Human Sciences
Administrative Council Meeting
February 8, 2019

Council Members: David Bassett, Sherry Bell, David Cihak, Jeff Cochran, Jeff Fairbrother, Ann Fairhurst, Sonja Hill, Courtney Holbert, Jennifer Jabson, Norma Mertz, Mary Jane Moran, Hollie Raynor, Bob Rider, Jana Spitzer, Jay Whelan

Present: David Bassett, (Amy Broemmel for Dr. Bell), Jeff Cochran, Jeff Fairbrother, Ann Fairhurst, Sonja Hill, Courtney Holbert, Jennifer Jabson, Norma Mertz, Mary Jane Moran, Hollie Raynor, 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 November meeting. Dr. Mary Jane Moran moved to approve the minutes, Dr. Norma Mertz seconded, and all were in favor. The minutes were approved.

Announcements & Dean’s Report – Bob Rider

- Search Requests spreadsheet was distributed showing the new template to be used for all future new hires. Think about your hiring plan and budget needs for next year and let us know as soon as possible. We will meet with the provost office around the end of February or the first of March.
- Dean’s Council Meeting – Tyvi Small – addressed his plans for the Diversity and Inclusion Office. They are currently working on a strategic plan.
- Titles – Associate Dean/Assistant Dean, Director titles – going forward the provost would like to approve those who are going into those special categories. They are looking at making the Emeritus title a little more special than it has been in the past.
- Chancellor’s Professor nominations are due on February 15, 2019 – send your nominations to Dr. Fairbrother. We are allowed to submit two nominations for our college. We currently have 1 nomination. The deadline that was set for our college is today, February 8, 2019.
- Graduate Student Nomination – The University is creating a Knoxville Campus Advisory Board with the help of Dr. Dixie Thomson. Dr. Fairbrother reported that we have two nominations for this currently and the deadline for this nominations was February 6, 2019. We are extending the deadline to Wednesday, February 13, 2019.
- Student Awards for Professional Promise and Academic Achievement – the deadline is March 1, 2019 – send nominations to Dr. Fairbrother.
- Deans Board of Advisors Faculty Awards – 5 nominations – two new awards “Gary L. and Rebecca S. Blauser Endowed Faculty Support Award”, and “Dean’s Board of Advisors Faculty Research Excellence Award” – All awards are up to $4000. Nominations should be sent to Randy Atkins and are due by March 15th.

Associate Deans’ Reports

Jeff Fairbrother

- Institutional Level Reviews for SACS reporting – the requirement to address feedback and changes is due by the end of March. Dr. Cihak and Dr. Fairbrother will discuss the next steps and how to guide the process along.
- Undergraduate and Graduate level have both had good success with our circular proposals
- Dr. Fairbrother, Dr. Cihak, Jana and Jules are trying to create an overall model for the College Enrollment Management play book. This will provide structure for how we handle recruiting undergraduates, how we help them in terms of retention and persistence, graduation efforts and finally placement.
- Retention is one of our goals and is part of our Strategic Plan – this year UT has an 86.6% retention – fulltime/first time freshman from 2017 to Fall of 2018. Our college retention – as of 2107 we had an 89% retention rate, our goal is 88% for the 2018 cohort.
- 2019 Admissions – the college has admitted 1,820 total undergraduates. Only 262 are confirmed.
- Graduate Affairs – still looking for a hooding speaker, nominations are due to Dr. Fairbrother by February 18th
- March 4th is Graduate School visitation day
- We are hosting the Conference of Southern Graduate School this year and it will be on February 14th–16th at the Crowne Plaza. The URL is in Dr. Fairbrother’s report.
- 3MT Contest, our college will be hosting a Semi-Final with the Herbert College of Agriculture and Law on February 28th - The final will be April 3rd between the window of 1:30-3:00pm, this may be held in Student Union, not confirmed yet.
- Faculty Affairs – a reminder to non-tenure track faculty or lecturers that want to go up for promotion – the dossiers are due to the college by February 28th.
- Dr. Raynor & Dr. Fairbrother have been working on workshops for faculty development related research. We are working on a ‘Foundation Funding’ workshop, it will be held on April 3rd from 12:30-2:00. Our guest will be Tamika Hart who is on our Board of Advisors and is also with the Gates Foundation, and we will also have people from the UT Foundation.
- Faculty Evaluation Issues – There are some proposed changes for the Faculty Handbook, the manual for faculty evaluations & even Board Policy. The university would like to put change in the control regarding promotion & tenure in the hands of the system president instead of the Board.
- Talk of using Elements for Non-Tenure Track faculty, it’s an option if it would work for your department.
- Elements is also being explored to use for the annual performance reviews
- New Periodic Post Tenure Performance Review – we need to submit a list of faculty by August. We are identifying everyone that has not had a cumulative review in six years. Dr. Fairbrother will be asking the department heads for people who can serve on this central committee.
- Elements – as Dr. Cihak and Dr. Fairbrother have been looking at doing the GA Inventory in elements, Dr. Fairbrother has been looking at some of the faculty reports and discovered that there are considerable problems with certain faculty member’s elements reports. Co-Authors for books, when it’s really chapters, and lack of publication dates. Make sure your faculty have their elements profile up to date, accurate and complete. If there are any questions let Dr. Fairbrother know.
- Summer School – Dean Rider, Sonja and Dr. Fairbrother have started working on this, but have not heard anything from Central Administration. We are currently operating under the same model; we have started working on guidelines. If you any questions, let them know.

David Cihak

- Absent/Report is on SharePoint

Budget Report – Sonja Hill

- Compliance – the effort for the semester is 100% complete, the ledgers through October are 100% complete. Thank you to all who participated in getting this done. November is due at the end of February.
- Graduate Student increases are all complete and in the system. The college got a total of $280,000 for the students.
- Business Managers and Accounting Staff in all the departments are getting SPA (Sponsored Projects Accounting) certified.
- 1st Impressions Contest – we submitted nine different submissions for Jessie Harris, HPER, Claxton and Bailey. There were one hundred submissions.
- Academic Job Online – is implementing a new faculty search management tool that will be for fiscal year 2020. This is an online tool and it gives the committee chair and anyone on the committee access to all the applications. This helps because it puts everything in a central location, you will no longer receive emails, you will only be able to see your search, and it’s an increase in EEO submissions.
- Faculty Searches/Search Packets (Request to search/hire or interview) – these are uniform packets for all three steps that will make the whole process more uniform, it tells what is needed and what it should look like. Theses packets are sent to the Administrative Assistant handling the search.
- We are reviewing start-up funding and are in the early stages. We are trying to be consistent across campus of what other colleges are doing and what we can afford to do for our college.

Research & External Funding Report – Hollie Raynor & Courtney Holbert

- Strategic Plan – the outcomes they are looking at are external submissions for this year – as of December, comparing from last year, we are up 54%
- Partnership with ORE – 1st Grantsmanship Workshop on Friday. Ten faculty attended – the faculty are interested in starting a writing group so they are working with ORE to start a writing group with faculty in terms of external submissions.
- Encourage your faculty to complete the community engagement piece that Dr. Raynor sent out. We are going to be able to get this data from ORE that we can use for the college.
- Dr. Raynor, Dr. Fairbrother, Dr. Cihak, and Dr. Bell have been working on definitions for engaged scholarship for our college, engaged teaching, engaged research, and engaged service that can potentially be used to model these areas within our college and potentially be taking up by college bylaws and department bylaws. We have them out to ORU for review currently.
- Research Incentive Plan - If you feel the presentation is not clear, let them know. There are two meetings scheduled to go over this with faculty on February 19th & 22nd. This document will also be on the website for faculty. The purpose of this plan is to enhance the quantity and quality externally funded scholarship in the college. Guidelines are that at the end of the fiscal year each faculty member will be evaluated to determine if there is eligibility requirements have been met. If they are met and resources are available within the unit (department head decision) an incentive award will be provided the following fall semester. The award will always be given the fall after the previous academic year. The faculty member must be on payroll the month the award will be provided. Sonja will be working with each department accounting staff and department head to determine eligibility and provide a list of eligible faculty at the beginning of August.

Advising & Student Services Report – Jana Spitzer

- Jana Spitzer spoke on the “New General Education” model and how that will impact departments
- New General Education will be call “Volunteer Core” – will start in 2021. All undergraduate showcases will be effected. Dr. R.J. Hinde did a presentation on Zoom and should be available on the Undergraduates website. Jana will distribute among our college as soon as it is available. “Volunteer Difference” is a new graduation requirement that will be required in addition to General Education.
- Jada Russell – accepted a position as Director of Student Services for the College of Nursing, effective January 22nd. We have an ongoing search for her position and the top two candidates will be in a couple of weeks.
- Three spring recruitment events that are hosted by Admissions – The first is Sneak Peak on Saturday, February 23rd for minority student juniors. The second is JUMP (Join the Universities Minority Program) that will be held on Saturday, March 30th for admitted minority students who are starting in the summer or fall semester. The third event is the Big Orange Preview on Saturday, April 27th that is for prospective students and parents and is held in the Alumni Memorial.
- The University is starting a Transfer Center, there is an ongoing search for the director for this position.
- Graduate Student Research Colloquium for our college is on Friday, March 1st at the Frieson Black Cultural Center. It will be held from 10:00-1:00 p.m. There are four top oral presenters this year. Student awards winners will receive $1000 for travel. Demetria Mills is covering for Jada and helping in many ways.

College Senate Report – Jennifer Jabson

- Working with provost office to reschedule Dr. Stanley’s visit
- Preparing to solicit nominations for faculty & staff awards for the Recognition Ceremony
- Discussing the importance of explicit and productive linkages between the mentoring council, the senate and the P & T committee to better support faculty success with Grant writing

Departmental Reports

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

- Successfully completed the reformulated the Vols Teach position, Terry Hopkins will continue in this revised position next year at a salary in line with other Non-Tenure Track faculty at similar rank
- New Newsletter was sent to thousands of alums

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

- New windows are being installed in the Jessie Harris building
- James Williams won an prestigious award to deal with diversity
- They are working on their annual fund raiser
- Still working on trying to get the Visitors Center for our culinary institute
Public Health (Dr. Jay Whelan)
- The department has been working hard on the future model for the Doctorial Program. They were approved by THAC. Thank you to the Dean’s office, Dr. Cochran, Dr. Dixie Thompson, and Linda Martin in the Vice President’s office for all their help and support. They would like to implement the transition in the Fall of 2020
- Congratulations to Jennifer Jabson who recently received an R03 award (NIH award).

Child and Family Studies (Dr. Mary Jane Moran)
- They have hired Dr. Lori Caudal, she will start in the fall
- They are getting ready for their Mid cycle review in March

Kinesiology, Recreation, and Sports Studies (Dr. David Bassett)
- Search is complete for professor practice in Exercise Physiology. They hired Jessica Kutz, a Penn State Graduate
- Close to completing the Biomechanics Anatomy Search, they should receive the committee’s recommendation today.
- They have just identified their three finalist therapeutic recreation position.

Nutrition (Dr. Jay Whelan)
- In the final phases of creating their five-year Clinical Nutrition master’s degree program. They are in the final phase to begin to hire the first individual for fall 2019.
- Dallas Donohoe just got a USDA grant.

Educational Leadership and Policy Studies (Dr. Norma Mertz)
- Dorian McCoy is speaking at the Faculty Appreciation
- Dr. Mertz is leaving June 30th

Educational Psychology and Counseling (Dr. Jeff Cochran)
- We are developing the Counselor Training Clinic, which will be used as a clinic to serve the undergraduate students. Benefits both Graduate and Undergraduate students. Law has asked if we can provide service for ten of their law students. We are writing grants to provide support for the services and will have it up and running in 2019.

Adjourn
Dean Rider had to leave early for a meeting with Dr. Zomchick. Dr. Fairbrother proceeded with the meeting for Dean Rider. Dr. Fairbrother thanked the council and adjourned the meeting.

Next Administrative Council Meeting
Friday, March 8, 2019
10:00 a.m. – 12:00 p.m.
412 Claxton Complex