

# MINUTES

## College of Education, Health, and Human Sciences Administrative Council Meeting April 5, 2019

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

### **Present:**

David Bassett, Sherry Bell, David Cihak, Jeff Cochran, Jeff Fairbrother, Ann Fairhurst, Sonja Hill, Courtney Holbert, Jennifer Jabson Tree, Norma Mertz, Mary Jane Moran, Hollie Raynor, Bob Rider, Jana Spitzer, Jay Whelan, Provost, Dr. Manderscheid

### **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 last meeting. Dr. Norma Mertz moved to approve the minutes, Dr. Sherry Bell seconded, and all were in favor. The minutes were approved.

Provost, Dr. David Manderscheid:

- Provost Manderscheid thanked Dean Rider for his great service.
- In the process of meeting with all the colleges and department heads to give update on academic affairs.
- Six priorities for academic affairs:
  - o First priority set was framed around the 6-year graduation rate – student success.
    - Each year we get around 1300 transfers who graduate well.
    - We get around 5000, first year, first time students– of the 5000, roughly 72% graduate within 6 years.
    - We are going to apply to join the American Talent Initiative, a group of universities trying to bring more low-income students to get degrees. One of the criteria to join this group is that your graduation rate is 70% or above.
    - What can we do better?
      1. Student Success Summits  
Currently we have two new things we are doing and that is “Early Alert System and Grades First” – two programs that don’t talk to each other. It’s time to renew this contract. We are putting a “request for proposal” out and expect to go with the Educational Advisory Board, which is the group that does “Grades First” so that those can talk to each other. This will help us identify students who are struggling faster.
      2. R.J. Hinde is putting together a group to looking at our policies - withdraws, course repeats, and grade point criteria for the calendar for summer. We are more restrictive than our peers. Does this serve academic purpose? The committee will have recommendations this summer, some will have to go through faculty senate.
  - o Second priority set was increasing the research, both federally funded and other research. Not just new faculty but what can we do to help existing faculty doing research?
  - o Third priority set was around Access – we are the state flagship university and we should be providing access to the students of Tennessee that could succeed at this institution.
  - o Fourth priority set was Diversity and Inclusion:
    - o Talking about ways to make the university more inclusive, friendlier, an atmosphere where everybody feels that they belong.
    - o Joined the National Academy of Science, Engineering and Medicine
  - o Fifth priority set was eLearning:
    - o Partnering with Noodle partners
  - o Sixth priority set was looking at the budget model for the University

- Our tuition and fees are the highest among the publics and SEC, not a lot of room to increase
- Can we be more effective on how we budget? We are working to redo our budget model, Hybrid RCM?
  - Goal for the models is to be more transparent with budgeting.
  - Adding incentives that are clear, discussing what your priorities are.
  - Hybrid miles include some money at the center for initiatives that cut across colleges, but it does give the Dean more power. The Dean will not have to come to the Provost about who to hire.

Question:

- **Dr. Jay Whelan** – Budget Model – If you want to develop additional programs, how does the university grease the wheels with THAC? The process you have to go through is overwhelming in order to get approval.

Answer:

- Two comments:
  - Try to shoehorn something around an existing structure, if you can do this then you don't have to get the THAC approval.
  - If it's not possible, then you do have to deal with THAC. This is more at the system level than the Provost level.

Question:

- **Dr. Sherry Bell** – Thinking about a Hybrid Model – one of the things we have in our college are individuals with disabilities. We have come a long way with accommodations, we have around five deaf faculty members in our college. How are accommodations paid for (funded)? We have a system that is working, but they can be expensive. Hiring someone with disabilities is hard sometimes because of the cost.

Answer:

- You must fund all support services, example – libraries, they don't generate any credit hours, or majors, so how do you fund libraries? They are essential to our mission and those with disabilities are as well.
- One of the things you do when you look at a budget model is first have those discussions about where your priorities should be, then serve some straw budget models that people have broader discussions in the fall semester and come to a decision of which way you want to go, early January/February. The start a trial of running your current budget model and the new budget model together for a year and see what unintended consequences there are.

Question:

- **Dr. Norma Mertz** – Diversity and Inclusion, it's clear that it is a strategic priority and appointing Interim Tyvi Small is an important step, but what more can we and should we be doing? Is there more we can do besides workshops?

Answer:

- Deans and Curriculum
  - Curriculum - the new Vol core curriculum has a greater emphasis on diversity and hopefully the faculty will be developing general education courses that satisfy these criteria.
- We are also putting in a first-year studies program, adding a couple of modules on diversity and inclusion.
  - Deans – holding Deans more accountable and how do we incentivize them more?
    - Dr. Manderscheid put in his budget request for next year - more bridge funding for diversity hires – helping to increase bridge funds.
  - How do we build it into the evaluations of the Deans, what are they doing about diversifying faculty and staff in their colleges?
- Dean Rider mentioned a book Dr. Manderscheid is reading, “Why are all the black kids sitting together in the cafeteria?” Dr. Manderscheid also highly recommended “White Fragility.”

Comment:

- **Dr. Ann Fairhurst** – Looking at course array and what we are doing in the area of diversity. We conducted a self-study on how many courses we have, and field experiences do we offer students where they are able to experience greater diversity and talk about diversity? Where are those places in our curriculum? It was very eye opening and an important exercise.

Comment:

- Dr. Fairbrother – We have a program in Haslam Business College called “On Board”, a training for serving on non-profit boards and a resource to create a pool of people to help local non-profits which are very small. Many of them serve under serve communities.
- Provost Manderscheid:

- Working on getting an Interim Dean for our college and there should be an announcement coming soon.
- We talked about getting an Interim for one year and doing a search. It is very easy to complete a search within a year.
- Question, what do you think about having an Interim for a shorter period, getting a committee appointed and put an ad out over the summer. Then we would get people here early in the fall semester, maybe September or October and then try to get someone to start January 1<sup>st</sup>?

Comment:

- Dr. Norma Mertz – Based on your experience, how likely would you have a strong pool doing that?

Answer:

- Provost Manderscheid – I would need to consult the search firms. The advantage is that you're ahead of the market. The disadvantage is that you are asking somebody to move over the holidays. You also are asking the search committee to get started at the start of the fall semester.

Comment:

- Dr. Jay Whelan – That is a great, it's not uncommon. The risk is worth it.
- All are agreeing with Dr. Whelan
- Provost Manderscheid will ask the search firms if this is doable. Please feel free to email him with questions.

### **Announcements & Dean's Report – Bob Rider**

No further report – Provost Manderscheid covered all that was in the Dean's Report to give today.

### **Associate Deans' Reports**

*Jeff Fairbrother*

Report is on SharePoint –

- We are working on the SIF request, we hope to have it today.
- We have a request for a new department, which changes the dynamics.
- Summer, no changes so far. We are coordinating with Sonja and waiting on confirmation on the model.
- We are consulting with the dean to find out how much direction he wants to provide regarding what the budget will be for new faculty.
- Graduate Student Senate – We had a good showing of people winning awards, 3 out of 11 students win excellence in research, 3 out of 17 in excellence in graduate student teaching, 2 out of 8 in excellence in service, 1 out of 2 organization of the year (CFS), a graduate professor of the year (non-tenure track faculty), TPTE and EPC got 3 out of 5 graduate research mentor of the year, and Amy Bromell in TPTE won 1 out of 2 graduate director of the year.
- Graduate Stipends – Dr. Thompson sent an RFP (Request for Proposals). Look at the data carefully.
- Program reviews – We have three academic program reviews, two mid-cycles and one full. If you are a department head, contact Dr. Fairbrother or the other department heads early to organize and look at the data needed before you get the data pack next year.

*David Cihak*

Report is on SharePoint –

- Travel - we have spent around \$77,000 to date
- There were around 36 students who applied for GSS application and were funded
- We did get the Student Tech Fee request for proposal submitted – all the college request will be reviewed at the next university Technology Advisory Board meeting held on April 26<sup>th</sup>. The big funding request was updating Jessie Harris – \$48,000
- OIT is building a data base for Dr. Cihak which will allow him to count all the people in teacher education and educational administration.

### **Budget Report – Sonja Hill**

- Starting the budget process
- Budget meetings are coming soon

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

- Requested reports from ORE – our submissions and amount that has been awarded are up 25% from last year's. This is a reflection to the work that Kelly and Courtney are doing to help refine applications and to get the applications going in the right direction.
- There is a Workshop on Monday to go over the "Lifecycle of Funding" from 12:30 – 2:30 p.m. Lunch will be served.
- There is another workshop on the 15<sup>th</sup> with Knox county schools- will be talking about the process of working with them.
- Research Incentive Plan – was approved and will be put on the website soon.
- Evaluating how Centers in our college should be evaluated – The Research Council are reviewing centers from an external funding prospective. It would be great for all the centers to develop a strategic plan with goals and objectives. We are also working to develop "Financial Models" for centers.
- Cluster Hire –Up until December/January it was clear that it had not been decided how the cluster hire would be financially supported other than the faculty lines. The Office of Research and Engagement will be picking up the financial support, it will not be coming from the Provost office.
- ORE has worked with us to put into place a model that we hope will be supportive of the cluster and it looks like we have four hires within our college.
- ORE has concerns about cluster in our college, because of the culture in our college in terms of the external funding. They want more oversight to ensure that the cluster is successful.
- Dr. Fairbrother – started working with the UT Foundation – Tomeka Hart volunteered to coordinate the workshop – she met with Dr. McIntyre in PERC and helped deliver the workshop. There were about 21 faculty who attended and it was very beneficial for all.

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

- Thank you to Sonja and Dean Rider for assisting our office in reorganizing
- Promotions: Laura Brown has been promoted to Senior Assistant Director, Demetria Mells – Assistant Director for Recruitment and Retention, and Tammy Reynolds – Assistant Director of Undergraduate Advising.
- Commencement will be on Friday, May 7 at 8:30. Email Jana or Annette by April 30 to give them an estimated headcount of faculty who are attending.
- Reminder - Vol Core - looking at curriculum – thinking about questions. No parallel courses needed
- Dr. Fairbrother – Thanked and acknowledged Jana in being proactive.

### **College Senate Report– Jennifer Jabson Tree**

- The award nomination process has been completed and submitted
- They held their vote for next year's President, Dr. Joshua Kenna from TPTE was nominated.
- The Senate put in a statement and request to Provost Manderscheid for specific characteristics we would like to see in the future Dean of our college. They also requested involvement and representation on the dean search.
- We have contacted Dr. Mathew Theriot in setting up a new date for Dr. Christine Stanley's visit concerning "Invisible Labor in Higher Education".
- Dean Rider thanked Dr. Jabson Tree for her service.

### **Departmental Reports**

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

- Diversity Recruitment Grant - worked with Dr. Cihak, Courtney, and Demetria – THAC has a grant out and it's a match. We are matching it at 169%. It's for recruiting students of color and student in high need areas to be teachers.
- Thank you for Dr. Rider and Dr. Maryjane Moran for hiring Dr. Nils Jaekel.
- They finished a search for the Communication Disorder position, we have a very strong candidate with expertise in Autism.

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

- Fundraiser is next Friday, they've sold 302 tickets. This is their largest event.
- Visitor's Center – they received permission to renovate a portion of it starting in July and it will be open for fall football season. They are meeting on Monday with architects. It will be called the “Rocky Top Ice Creamy and Rocky Top Brand retail store”.

*Public Health (Dr. Jay Whelan)*

- Dr. Rob Lieberthal was offered a position in Boston and will be moving at the end of this semester. We will be putting in a request to try and fill his position.

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

- The 5 year review went very well – thank you to all for your support.
- Delores Smith and he husband Mike are retiring together. They have made a request to hold on to that line, it's a very important line in our Family Studies section.

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

- They have search for a Professor of Practice in Therapeutic Recreation and have two good candidates, one has been interview already and the second is coming up in two weeks.
- Provost Manderscheid's Visit – Dr. Bassett has heard him twice say that he is considering a Hybrid RCM Model which would be based on future changes in enrollment. This causes great concern in regards to program growth and those that are declining. Dean Rider suggested that Dr. Bassett email the Provost with his concerns.

*Nutrition (Dr. Jay Whelan)*

- In the process of interviewing for a Clinical Assistant Professor position – 12 months
- Congratulations to Hollie Raynor – Office of Research Awards – Dr. Raynor received two awards – Mentoring Early Career Research Award and Most Sited Faculty Member in College award.

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

- PERC received a major press conference on research, everyone was in attendance.
- One of their Higher Education Administration Doctoral Graduates was named President of California State University San Marcos, Dr. Ellen Neufeldt.
- All congratulated Dr. Mertz on her Emeritus status and for her many years of service as this is her last meeting.

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

- Moving forward with the Counselor Training Clinic starting in August
- Our centers continue to do good work
- New and growing partnerships with the Center for Leadership and Employment

**Adjourn**

Dean Rider thanked the council and adjourned the meeting.

**Next Administrative Council Meeting**  
**RETREAT**  
**Wednesday, August 14, 2019**  
**8:00 a.m. – 12:00 p.m.**  
**TBD**