

MINUTES

College of Education, Health, and Human Sciences Administrative Council Meeting Friday, September 13, 2019

Council Members: Randy Atkins, David Bassett, Sherry Bell, Patrick Biddix, David Cihak, Jeff Cochran, Jeff Fairbrother, Ann Fairhurst, Sonja Hill, Joshua Kenna, Steve McCallum, Mary Jane Moran, Julie Morris, Hollie Raynor, James Remington, Jana Spitzer, Jay Whelan

Present:

Randy Atkins, David Bassett, Sherry Bell, Patrick Biddix, David Cihak, Jeff Cochran, Jeff Fairbrother, (absent) Ann Fairhurst, Sonja Hill, Joshua Kenna, Steve McCallum, Mary Jane Moran, Julie Morris, Hollie Raynor, James Remington, Jana Spitzer, Jay Whelan

Welcome

Dean Fairbrother welcomed the council and opened the meeting.

Approval of Minutes

Dean Fairbrother asked for a motion to approve the minutes from the last meeting. Dr. Whelan moved to approve the minutes, Dr Moran seconded, and all were in favor. The minutes were approved.

Announcements & Dean's Report – Jeff Fairbrother

- **Open lines procedures:** There are no changes. Clarification: When a position comes open, the funding returns to the college and then back to the department. Please continue to send a formal memo with requests to the Dean and copy Sonja. This only applies to lines that are vacated mid-cycle or to the lines the Provost has told us we could keep.
- **PPPR:** We are getting mid-cycle departures. We have to ask permission to expedite a search. The procedure is that we are to submit a memo requesting to search and then address why it is urgent.
- **Council of Deans:** Everyone should have received the memo on the lecturer minimum salary, if you have questions contact Gary Gray and copy Dr. Fairbrother and Sonja.
- **Guidelines for Annual Performance Review:** Make sure you read this carefully because they have changed. It is suggested that the department heads take time to discuss the evaluation process.
- **Provost talked about the culture and climate on campus as we move forward under new leadership:** The Chancellor stated that "Leadership is willingness act." Leadership of the Deans is essential, emphasizing transparency and that we should expect to see changes on how things are done here at UT.
- **US News & World Report:** We improved in our rankings and there should be some retention data released soon.
- **Undergraduate academic policy changes are coming**

Research & External Funding Report – Hollie Raynor

- **Research activity data** for each department is on SharePoint for the last five fiscal years– TRE. For each department information is provided showing external funding & what the agencies for each
- **Institutional Funding:** Most departments experienced a change from 2014-2019. Institutional funding is directed to department size.
- **Certification of Effort** – Tenure Track Faculty, there is cost center with a percent of scholarship effort that is appropriate for each department.
- **Courtney Holbert:** Met with ORE and was shown a PowerPoint, which removed institutional funding, and we have not grown in our research in the last ten years. This effects where we rank and is important.
- **Centers:** Their base salary will be reflected within the department in which the base salary comes from. Our centers are not bringing in a lot of funding.
- **Elements:** Pulling information in regards to publications. Central administration is pulling information from elements. Look at your faculty members and make sure they are entered correctly. There may be duplicates or data may be missing. Should we change our categories? That way when ORE pulls the data it is more accurate. It would be a good idea for everyone to get an Orchid Id, which will help and be easier to pin things to the correct profile.

- **Enhancing and external funding:** Encourage your faculty to participate, we only had seven faculty showing interest. There are five spots for the year to move things forward.
- **Issue:** Compliance and integrity in the area of scholarship are considered to be an institutional issue, not a PI issue. The issue in the last two years has been external funding for Graduate students. Our challenges are that we have a lot of faculty that don't know the process. If a graduate student is interested we would like for the student and their advisor come and meet with Dr. Raynor and Courtney so they can go over the issues.

Associate Deans' Reports

David Cihak

- Handouts were distributed: Travel allocations were broken down by department on page 3-4.
- SARIF contributions for international travel. We funded 82 graduate doctoral students who requested travel this year.
- Thank you for sending the data on our recruitment and partnerships with institutions and agencies. Our goal was to increase by 50% and we well exceeded that this year.
- Dr. Thompson is looking for nominations for the Graduate Hooding this fall, which is on December 12
- Graduate School is still pushing for Graduate Student Professional Development
- If you are doing any events contact Shawn Hendrix to get them put on the GPSPD calendar
- Good discussion on the online academic programs, our initiative to invest and grow distance education. There is follow up meeting on October 9.

Budget Report – Sonja Hill

- We are hoping to have F&A summer money this month, usually comes in September
- SIF – what you submit, you'll get? Dr. Fairbrother will contact them to see if he can get more clarification.

Advising & Student Services Report – Jana Spitzer

- Thank you to all of the faculty who participated in the Welcome Week event in August. We received very good feedback.
- Volcore timeline: It would be better if the courses could be submitted by this fall, around November. It would be good to have someone from each department to have as the main curricular contact. Please email Jana the name of this person for your department.
- For those who have an undergraduate program and needs to submit showcase curriculum, try to submit the showcase revisions for 2021 next spring. College CRC submission date is in late March.

Steve McCallum

- Faculty Affairs Associate Deans Meeting: Everything has been sent to department heads and faculty. A question was asked: "Is the university committed to elements," and the answer is yes.
- Elements is used for annual evaluations, not really used for Promotion & Tenure.
- Encourage your Department heads to make it mandate for faculty put DOI's numbers on all of their publications
- Discovery Module links will work after September 30 on and off campus

College Senate Report– Joshua Kenna

- Meeting coming up soon

Departmental Reports

Public Health (Dr. Jay Whelan)

- No report

Nutrition (Dr. Jay Whelan)

- No report

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

- No report

Child and Family Studies (Dr. Mary Jane Moran)

- The Goodrich Lecturer will be held on Tuesday, October 15.
- Carrie and Michael Cline will be presenting in room 169 of the Student Union building on Tuesday, October 15 from 3:00-4:30 pm. They will be talking about race, class and coal.

Educational Psychology and Counseling (Dr. Jeff Cochran)

- The counselor training clinic has started and going well. They are partnering with the College of Law.

Educational Leadership and Policy Studies (Dr. Patrick Biddix)

- There were two alumni honored at the 225th Alumni Banquet, Joe Johnson and Keith Carver.

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

- They are having their Recognition ceremony on October 15 prior to the Goodrich Lecture and will be recognizing alums

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

- No report - absent

Technology Report – James Remington

- 2 factor authentications will start on Tuesday, we have 244 in our college who are not enrolled.
- The IT office does not have a clearly defined scope of what their office duties are and when the new Dean comes in he wants to define that clearly. What is his office responsible for, what the duties are and as part of that he would like to talk with each council member to find out what your expectations and need are.

Marketing & Communications Report– Julie Morris

- Bonnie is working on setting up meetings with each of the department heads for marketing needs
- Getting ready to roll out our new college home page soon, which will highlight a much nicer story, lead to accolades, have a little more recruiting focus and will have all the departments front and center
- We have a new team member, Becky Simmons. Her talent is in design and she is very creative. Becky comes from Channel 10 and was a producer in their sales in digital marketing.
- Intern: New future student
- CEHHS had a retreat over the summer
- Bonnie Maples – thank you for all your hard work in getting our office spruced up

Development Report – Randy Atkins

- No report

Open discussion was offered –

- HPER Issue: Dr. Bassett was told that the Physically Education classes can't be held indoor because it's hotter inside then it is outside with is a concern. There is no air conditioning in HPER. It was suggested to contact Bill Dunn, chair for upgrades and copy Dr. Fairbrother.

Adjourn

Dean Fairbrother thanked the council and adjourned the meeting.

**Next Administrative Council Meeting
Friday, October 11, 2019
10:00 a.m. – 12:00 p.m.
360 Student Union**