

# MINUTES

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

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

### **Present:**

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

### **Welcome**

Dean Fairbrother welcomed the council, announced that he would need to leave at 10:30 to attend the ELPS Mid-Cycle Review meeting and that Dr. David Cihak would resume the meeting in his absence. He then opened the Administrative Council meeting.

### **Approval of Minutes**

Dean Fairbrother asked for a motion to approve the minutes from the last meeting. With no changes requested Dr. Fairbrother approved the October minutes.

### **Announcements & Dean's Report – Jeff Fairbrother**

- Managing Faculty Hiring Requests – Dr. Fairbrother sent an email to the department heads addressing operational guidelines for faculty hiring. He is working with Sonja to add additional information and add information on the steps to take in hiring non-tenured track faculty. This will be shared with department heads and the executive team soon for their input.
- On November 1<sup>st</sup> Dr. Fairbrother met with Drs. Dorian McCoy, Steve Waller, Hillary Fouts, and Joshua Kenna about the discussion on invisible labor from the Mentoring Council meeting. In those meetings, the focus was pulled away from what we can do for probationary faculty to larger issues in the college. These discussions are important but need to be discussed another time and the focus needs stay on issues with Diversity, Equity, and inclusion. Input is welcome, we are interested in “How can we address Diversity, Equity, and Inclusion issues in general and also as they intersect with how we mentor in the college.”
- Christine Stanley’s workshop on invisible labor – administrators attending is important, you can make a big difference. Dr. Fairbrother received positive feedback on the memo he sent on Invisible Labor.
- Council of Deans – Dr. David Cihak attended for Dr. Fairbrother and will share more about the PPPR.
- Dr. Ellen McIntyre is our new dean and will start on January 21<sup>st</sup>. Dr. Steve McCallum and Dr. Katie Kavanagh have agreed to extend their Interim service until the January 20<sup>th</sup>.
- Question: How are annual evaluations for faculty going to be handled? Answer: Dr. Fairbrother has been corresponding with Dean McIntyre and sending her updates on issues in the college. He is putting together a “Getting up to speed” list for Dean McIntyre and this is on the list for discussion and will be up to her to decide.
- Dr. Fairbrother will be traveling a lot in November and will be available via email.

### **Associate Deans' Reports**

#### **Steve McCallum**

- Absent

#### **David Cihak**

- CEHHS Travel Allocations – Graduate Student Senate (GSS) travel is due to Dr. Cihak on Monday November 11 and due to the GSS on November 18<sup>th</sup>. Email Dr. Cihak with questions. We have twenty-one traveling.
- Distance Education – Proposal applications are due by December 2<sup>nd</sup>.

- Council of Deans report: PPPR (Periodic Post Performance Review) – Provost John Zomchick needs three more nominees (full professors) from our college by Wednesday, November 13. The nominee will work on no more than five committees, each committee is about four to five hours of work. Send nominations to Dr. Steve McCallum.

### **Budget Report – Sonja Hill**

- Nothing new on the Budget Allocation Model (BAM), hopefully we will see allocations new week. Let Sonja know if you have thoughts regarding the budget. The positions for Sonja and the Business Managers will change with the new budget model. They will be doing more forecasting and it will bring more discussions about what your department is doing. It will encourage us to think ahead 5 years down the road. In the long term, Department Heads will need a budget manager who can advise them and anticipate problems. Question asked: What is the biggest concern and benefit for our college? Answer: The biggest benefit is transparency. The biggest issue is being patient and know that it will all work out.
- Adjuncts on open lines have been funded as of this morning.

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

- Culture of Research applications are due December 1<sup>st</sup>
- Proposal Review check list – this is a document that will go in all Cayuse records to assist everyone with Cayuse proposals going forward. Another thing added to Cayuse is the accounting staff to the investigators tab.
- External Funding Submissions – they are in the process of developing strategies, policies and procedures for how to make the submission process easier for all.

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

- Hope Scholarship – Jana received an email from Provost RJ Hinde informing her that the state has mandated that UT is not in compliance with the HOPE Scholarship, indicating that we are the only institution who have students who receive the HOPE Scholarship where there is a grading option of A, B, C, no credit. We have been given until Fall 2020 to address this issue as an institution. Provost Hinde’s email indicates that we are not going to be able to keep A, B, C, no credit courses. Any department that currently uses this grading scale will have two choices: 1.) Change to A-F grading or Satisfactory/No credit, or 2.) If you keep A, B, C, no credit there will be a letter designation that the instructor will need to add in that shows what the grade would have been should the student have received credit for the course.
- Haslam College of Business – Statistics 201, the pre-requisite for many years was Calculus Math 125. They are putting through a proposal to remove Calculus Math 125 as a pre-requisite.

### **College Senate Report– Joshua Kenna**

- College Award Nominations – Usually sent in January, but faculty should receive it by the end of the semester. Please let your faculty know to expect this email early.
- Academic Bullying – There will be a speaker from New York visiting to speak about this in March. This is the National Women’s History month as well as the 100-year anniversary of the 19 amendment.
- The next faculty meeting will be November 20.

### **Marketing & Communications Report– Julie Morris**

- Absent

### **Development Report – Randy Atkins**

- Wednesday, November 13<sup>th</sup> is the Big Orange Give day. They are trying to raise 2.25 million dollars in one day. Brent and Rachel Trentham have a challenge gift of \$13,000. Our overall goal is \$40,000, if we can get to \$27,000, they will give the remaining \$13,000. Also, they will do a \$5,000 match, dollar for dollar to any KRSS program. Please share this information.
- Thank you to all for the past three years, for the support you given the office of Advancement and for taking the role of Alumni Engagement seriously.

### **Technology Report – James Remington**

- Faculty and staff refresh will be happening soon. James is putting together information for each department on how this works and is open to input if you would like to be involved with the process.

### **Departmental Reports**

*Theory and Practice in Teacher Education (Dr. Sherry Bell) – Dr. Susan Groenke for Dr. Bell*

- No report

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

- Absent

*Public Health (Dr. Jay Whelan)*

- No report

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

- Currently have a search going on for their family studies area of their concentration and have 115 applicants.

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

- Camp Koinonia Gala was last week and they had 272 people attend and they raised over \$60,000.

*Nutrition (Dr. Jay Whelan)*

- No report

*Educational Leadership and Policy Studies (Dr. Patrick Biddix)*

- Currently undergoing their Mid-Cycle Review

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

- Counselor Ed group did a day workshop Diversity and Inclusion and it went well
- IT Online Master's Program – There is a national competition and for two years in a row they have been in the top three finalists.

Open discussion was offered –

### **Adjourn**

Dean Fairbrother thanked the council and adjourned the meeting.

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