

MINUTES

College of Education, Health, and Human Sciences Administrative Council Meeting February 14, 2020

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

Present:

David Bassett, Sherry Bell, Patrick Biddix, Jeff Cochran, Kim Youn-Kyung (for Ann Fairhurst), Ellen McIntyre, Mary Jane Moran, Jay Whelan

Welcome

Dean McIntyre welcomed the council and opened the meeting.

Dean McIntyre asked for a motion to approve the minutes from the last meeting.

Dr. David Bassett moved to approve the minutes, Dr. Jay Whelan seconded, and all were in favor. The minutes were approved.

Dean McIntyre asked the council members to start the meeting by sharing a story about something positive that happened within the last few weeks or month that reminds us why we do what we do.

- Everyone pulling together to help bring a struggling student back on track and now the student will be able to graduate on time

Dean McIntyre shared her cell phone with the council members

- Debbie has the council members cell phone numbers and will make sure Dean McIntyre gets them
- The Deans work schedule
 - o Blocks off a few hours for work and will have her door closed during those times
 - o She has been a department head for five years and understands the hard work that each department head doing to get things done and make things happen
 - o **Dean McIntyre thanked Sonja for buying a book for each department head, "Name of the book".**
 - o Sonja gave a brief description of the book and how it could be helpful

Update for Department Heads:

- CEHHS has \$288,000 deficit due to mistakes made around the Culinary Institute. Below is our action plan to take care of this deficit.
 - o RHTM will contribute around \$225,000 to help fix this deficit
 - o Each department will be asked to contribute \$6,000
 - o **The Dean's Office will contribute \$10,500**
 - o If this is a hardship that your department **can't manage**, work with Sonja to find a solution
 - o We need to come together as one college to solve this deficit
 - o Please send Sonja your account number

Mission - Over the next 6 months, Dean McIntyre plans to learn all she can about the college:

- o Wants to talk to various groups in the college
- o Questions she will ask: What is positive and what our future could be? What great things are going on in the college? What should be leverage in order to do more and better work in the future?

A list of potential groups to meet with: (Mid-March to Mid-May)

- Staff – (Non-Exempt and Exempt), Advisors (administrative staff & professional staff)
- Full professors
- Associate professors
- Assistant professors
- Clinical or Faculty of Practice
- Faculty of Color

- LGBTQ Faculty and Staff
- Directors and Center Directors
- Lecturers
- Deans Graduate Advisory Board
- Undergraduate Advisory Board

Dean McIntyre will set the date and invite each group to come: She will pose the questions and will listen and take notes. **There will be a final meeting at the end for those who can't attend their designated meeting. At the end, she will compile the data and share it with everyone.**

Dean McIntyre's Question for the Council:

- What else do I need to learn as dean? Who else do I need to meet with? What do I need to read? What should a Dean of a college like this know about?
- Community people
- Cherokee Health
- Deans
- Other people who intersect with us
- Share big ideas that your departments are embracing with Dean McIntyre between May 15 – September 15

Two big conversations: 5 year long conversations

1. **Budget: Together, let's help the faculty not worry about the budget. Let them know that the budget will be the department heads & the Deans problem and they don't need to worry.**
2. What will it take to raise revenue?

Dean's Retreat:

- Dean McIntyre shared a report from the February 4th meeting last week regarding the Budget Allocation Model and the different way each college brings value to the University.

Three things to talk to faculty about:

- Student tuition per program – formula
 - o Need to think long term – future
- Degrees awarded:
 - o One degree vs. two degrees (4 + 1 example) – doctoral and master students
- The College is working on developing more info structure support around grants
 - o Target people who are interested in writing a grant
 - o Honor and value non funded scholarship while supporting more people to get external funding

Expectations for Faculty: Should there be different expectations on faculty? Promoted to full

- For those faculty that are interested and request a lighter teaching load in order to write grants: Hold them accountable and let them know that they will be expected to get grant funding.

Discussion: Non F&A Groups and private foundations

Discussion: Example from Academic Program Review of EPC: Criteria for Tenure and Promotion:

- o **You must really excel in one of the three areas, teaching, research or service. UT's model is you need to be good at all three.**

Deans Listening Meetings and Deans Learning Events

Chancellor's Visioning Process

This Week and Next

- Get-to Know you Interviews

Early March Head Meetings

- 30 minutes for annual review; 30 minutes for budget requests, issues specific to you
- Requests for retirements, new lines, replacements

How often should we meet?

- Liked just Department heads only meetings
- Liked being able to join deans and directors
- Maybe every other month

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Present:

Randy Atkins, David Cihak, Jeff Fairbrother, Sonja Hill, Courtney Holbert, Joshua Kenna, Ellen McIntyre, (absent) Julie Morris, Hollie Raynor, James Remington, Jana Spitzer

Welcome

Dean McIntyre welcomed the council and opened the meeting.

Dean McIntyre asked for a motion to approve the minutes from the last meeting.

Drs. David Cihak & Jeff Fairbrother moved to approve the minutes, Randy Atkins seconded, and all were in favor. The minutes were approved

Dean McIntyre asked the council members to start the meeting by sharing a story about something positive that happened within the last few weeks or month that reminds us why we do what we do.

- Big Orange Give: Randy Atkins
 - o Was a weeklong campaign and is now compressed into one day, November 13th.
 - o The Universities goal was \$2.25 million dollars and our college goal was \$40,000 to raise in one day. This year – we had two generous gifts. One from one board member, a \$10,000 and a \$3,000. The group as a whole raise \$90,000. KRSS - \$5,000 match (\$5, 161 from donors) every dollar was matched by one of the board members. Credit is given to Dr. David Bassett. \$28,000 came to our college fund.

Dean McIntyre discussed a need to meet with Department Heads about issues such as the budget and workload related issues around the budget that deal with standards and productivity. The department heads liked the idea of meeting separately for one hour. We can try this for 6 months and re-evaluate. The agenda's will be shared with both groups. Communication is important between both groups.

Dean McIntyre also asked the Associates and Directors council group, “How should they meet and for what purposes? What will work well for us? What should we try for 6 months?”

Accomplishments in your area and what do you think the college needs to focus on in the upcoming year regarding your specific area?

- Academic & Faculty Affairs: Dr. Jeff Fairbrother
 - o How the Academic & Faculty Affairs office was run during the interim period
 - A seamless operation due to the following people: Kayla Jones, Katie Kavanaugh, Steve McCallum, Jana Spitzer, Dave Cihak, and Hollie Raynor. All the people in the **dean's suite and college** pulled together to make it work.
 - **Dr. Fairbrother would like to nominate Jana Spitzer for the Dean's Leadership Award.**
- Business Office: Sonja Hill
 - o A little over a year we have worked with business managers and faculty to train them and help them understand ledgers and process them timely. Due to the hard work and dedication we had a very clean audit. The departments will receive their letter in March.

- Dean's Announcement:
 - o Dean McIntyre gave the announcement to Department Heads in the previous meeting regarding the college deficit:
- CEHHS has \$288,000 deficit due to mistakes made around the Culinary Institute. Below is our action plan to take care of this deficit.
 - o RHTM will contribute around \$225,000 to help fix this deficit
 - o Each department will be asked to contribute \$6,000
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- External Funding: Dr. Raynor & Courtney Holbert
 - o Thinking more strategically, this is their first year to implement a research incentive plan for faculty. There were 12 faculty from seven different departments that benefited from the research incentive plan. We are currently the only college that is functioning with a research incentive plan and ORE has asked them to come and discuss this with another group on campus that is wanting to do this.
 - o Proposals & Award Support: FY19, we had a 24% increase on submissions from the previous year and 13% increases on awards. It looks like we are on track to have another increase for this next year.
- College Senate: Joshua Kenna
 - o In August we had Dr. Cristine Stanley from Texas A&M come visit our campus to talk about invisible labor which was started by our college senate.
 - o Faculty & Staff Awards Ceremony in April – collecting award nominations and selecting award winners. They are looking forward to giving away the awards.
- Administration: Debbie Archdale
 - o **Taking on the role of “Assistant to the Dean”**. So thankful for the help of Diane Booker and Kayla Jones for helping to make our part of the dean search successful.
 - o Thankful to Joshua Kenna, College Senate, for volunteering to take the role of soliciting the community for door prizes for our Faculty & Staff Recognition Ceremony this year.
- Office of Professional Licensure: Dr. David Cihak
 - o Accreditation and getting ready for accreditation. This past year we built our quality assurance system, our data management system. We built our own system “Higher Ed Assessment for Learning” (HAL) using Google. Our system provides real time data to all programs. It collects data for over 300 students, across 33 program pathways. An example of one of the key assessments are Professional Competencies Attitudes and Dispositions (PROCADS).
 - o Working with Demetria Mells who helped us secure a grant to fund 12 candidates in high need areas paid for by Tennessee Higher Education Commission. (THAC)
- Office of Computing: James Remington
 - o Team Accomplishment: Upgrading the college due to Windows 7 is at the end of life and moving everyone to one drive storage over the last year.
 - o Individually – Assisted EPC with their accreditation standards by providing a video capture system in order to rate students. Helped to get money to purchase a \$40,000 system and helped coordinate with the EPC, the vendor and OIT to make this happen. We have seven rooms with an automatic recording system. Now they are meeting their accreditation standards.
- Advising: Jana Spitzer
 - o Thank you to Dr. Fairbrother for the nomination
 - o Transitions: Our office is very stable but this year we had positions open up, an internal promotion, and staff members left which caused a lot of transition. The positive outcome is we hired good advisors, Chilene Black with 22 years of experience and Chris who has 7-8 years of experience. Of the ten advising staff, four were nominated for the **Chancellors'** Citations in excellence in advising.
 - o Dean McIntyre would like **Jana's** team to meet with Amber Williams, the Director of Student Success.

Beginning Dialog:

- What are some things out of your unit that we should be working on as a college within the next year?
 - o Office of Computing: James Remington: For the college to help clearly define the roll for his department and how they interact with college. What does are college want from the support team?
 - o Business Office: Sonja Hill: Administrative: There are staffing needs throughout our college. We need to look at who needs staff and prioritize the needs.
 - o External Funding: Dr. Raynor & Courtney Holbert: Strategically we need to address our centers and institutes. Developed a Professional Educational series for Tenure Track Faculty. Created an award check list that was needed and is expanding, not only for staff and faculty but for department heads.
 - o Office of Professional Licensure: Dr. David Cihak: Preparation Licensure & Education & Leadership: Need to be looking at all our programs, refresh and be more efficient and responsive to the needs of the community. As Director of BEC: Which houses EPC, CFS, TPTE, and ELPS is trying to find the purpose of these groups.
 - o Academic & Faculty Affairs: Dr. Jeff Fairbrother: Need to focus more on better and more systematic use of data regarding applications, enrollments, and teaching loads. We have an increasing need to focus on recruitment and retention graduation. Circular streamlining and simplify advising. Proposing departments to do a three-five year curriculum plan. Faculty Affairs: To improve a more consistent evaluation guidelines through by-laws, college priorities, other processes and procedures to make sure people are treated fairly. We need to formalize our Diversity, Equity and Inclusion efforts as they relate to faculty affairs. Improve our awareness within the college that we have a comprehensive plan of diversity, equity and inclusion as it relates to faculty mentoring, listening to faculty voices. Improve mentoring processes at both the department and college level. Having a three-five year hiring plan.

Council of Deans Report:

- Health Initiative – Public Health will play a large roll in this.
- We need to develop a diversity plan by the end of the semester . Your input will be needed for this.

Adjourn

Dean McIntyre thanked the council and adjourned the meeting.

Next Administrative Council Meeting
Friday, March 13, 2020
10:00 a.m. – 12:00 p.m.
360 Student Union