

MINUTES

College of Education, Health, and Human Sciences Administrative Council Meeting January 10, 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, Steve McCallum, Mary Jane Moran, Julie Morris, Hollie Raynor, James Remington, Jana Spitzer, Jay Whelan

Present:

Randy Atkins (absent), David Bassett, Sherry Bell, Patrick Biddix, David Cihak, Mitsu Misawa for Jeff Cochran, Jeff Fairbrother, Jeanie Lim for Ann Fairhurst, Sonja Hill, Courtney Holbert, 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.

Dean Fairbrother moved to approve the minutes. The minutes were approved by unanimous consent.

Announcements & Dean's Report – Jeff Fairbrother

- Council of Deans (COD) – **The Provost has assembled a “Timetable Task Force”** – the senate wants a 20-minute break between all classes. The Provost expressed concern that the timetable is published with so many missing pieces. Please provide full information regarding room and course scheduling.
- Enrollment – Distance education and out of state enrollments are going to be increasingly important. The future will rely on distance education completion programs, Continuing Education and Distance Education in general.
- Strategic Visioning – Chancellor Plowman **calls this a “Strategic Visioning Process for the entire University”**. **We are supposed to get a** white paper that will be released in January.
- Faculty Handbook – They are continuing to make revisions. Non-Tenured Track faculty – colleges and departments will be expected to develop specific criteria on how to evaluate.
- Maternity and Paternity leave has been approved, starting July 1. It is expected that all regular employees will get 6 weeks of paid leave. Look for formal announcements soon.
- February 1 – regular employees will be eligible for 6 weeks of paid leave for donating an organ. Look for formal announcements soon.
- We had our 1st preparatory meeting for the budget allocation model with directors, it went well and we received good input.
- Drs. Fairbrother and McCallum have been working on reviewing the college bylaws. They need to be cleaned up and we may need to think about some college policies. Any faculty member can propose a change to the bylaws to the senate.
- Keep this on your radar: Diversity Action Plan. All colleges need to submit a Diversity Action Plan by April 1st.

Budget Visioning Discussion

- New Budget – SOAR Analysis
- An email was sent to the council asking for input on the three topics in the SOAR Analysis document.
- Strengths:
 - o Community Engagement process.
 - o Advancement – raising funds
 - o Graduate enrollment success and placement
 - o Retention and Graduation
 - o 4yr – 6yr Graduation Rate – Jana is checking
 - o Positive impact of outreach locally and globally
 - o Distance Education
 - o Student Engagement
 - o Increasing Undergraduate Research in student success

- o Community Partner – Experiential & Service-Learning Opportunities
- o Strong Education Programs – APA Accredited – Leadership Academy – Teacher Prep Program
- o Accreditation
- Opportunities:
 - o Marketing ourselves better - Experiential & Service-Learning Opportunities
 - o Professional development in external funding
 - o Financial Investment - Business 101
 - o Distance Education – graduate and undergraduate – scholarships – flagships scholarships
 - o Additional training for faculty and staff
 - o Undergraduate Orientation – capacity issues - sometimes it changes their path
 - o Undergraduate majors – not a lot of lower division coursework – we need to figure out how to alter out our curriculum to get the students earlier contact with our faculty, it could tie into opportunities for undergraduate research and help with retention. VolCore
 - o Reallocating time from faculty – Research - F&A, we get 100%, but also 100% of the cost - we need a cost benefit model.
 - o Being mindful of expanding programs, what is the margin it will pull in over and above the expense? Research is critical – it allows us to go up in the rankings. Research is a great reputation builder.
 - o Research Development: It is not clear how much support we will get from ORE for scholarship and external funding.
 - o Diversity staff and faculty
- Aspirations: What type of college do you want to be?
 - o EDS in school psychology – this year we will be taking our first students which will double enrollment in the graduate school psychology program.
 - o Diversity staff and faculty
 - o Driver of discovery through our research enterprise. Making discoveries that advance our fields?
 - o Driver of engaged scholarships – helps to meet our land grant mission and addresses the scholarships mission.
 - o Fulfilling the mission to make a better life for people
 - o Looking at aspirational peers and figuring out which ones we want to be most like.
 - o Our college needs a more cohesive identity of who we are, what we want to be and what we want to accomplish.
 - o Engagement – making it our own.
 - o A strategic plan that tells us what not to do as much as it tells us what to do.
 - o Increase impact within the engaged scholarships.
 - o How can we look at the strengths within the different departments and bridge interest areas that would potentially recruit new students?
- The report due on February 7, the meeting is on February 14.

Associate Deans' Reports

Steve McCallum

- January Faculty Affairs Associate Deans meeting was cancelled
- Promotion & Tenure Committee will be meeting to vote on January 17th
- Non-Tenured Track promotion – Due date to departments is February 14 and to the college is February 28

David Cihak

- Report is on SharePoint
- Travel – we have spent half the money
- GSS travel – 73% were funded. The next round of GSS travel is due April 6.
- Denials were because of the following:
 - o Lack of signatures
 - o Already funding
 - o Already funded
 - o **Didn't need funding**
- Kellie McGarrh funding – due January 31 to Diane Booker.
- Graduate School: Graduate Education Week – February 9-15.
- Graduate Admissions will be adopting the undergraduate admissions data system **called "Slate". It's a tracking system and used for recruitment.**
- If you have External Accreditation that is needed: Send to Dr. Cihak - send him the name of the reporting agency, a copy of the survey or data that you need, and the survey deadline.

- Graduate School Academic Policy update – **It’s a policy being discussed and if approved, it will start Fall 2020. Departments can opt out. If you opt out, you can’t opt back in.** We will need to develop some policies and procedures.
- Graduate School will be requesting student speaker nominees for the spring graduation
- 3 MT – Dr. Cihak and Dr. Raynor have only received 1 entry, they can put 6 people through to the semi-finals.

Research & External Funding Report – Hollie Raynor

- Reminder – departments that have centers in our institutes, the form that you will be reviewing all the centers and institutes is due on January 15.
- Kicked off their strengthening of culture and external funding program – currently 4 faculty are engaged.
- Cluster Hire – Given the change in the budget model they have requested to alter that process. They have closed this search and are planning to reopen as a senior hire in Nutrition.

Budget Report – Sonja Hill

- Meetings have been set for the budget allocation model
- An email was sent out regarding 2019 reviews, 2020 Goals – The deadline is March 31
- Be sure to nominate our people for the awards currently being offered

Advising & Student Services Report – Jana Spitzer

- Graduate Student Colloquium is Wednesday, March 11 and it will be held in the Student Union–The deadline was January 8
- Spring 2020 Commencement is on Saturday, May 9th at 5:00 pm

College Senate Report– Joshua Kenna

- Meeting later this month
- Awards sent out early and they are beginning to put the committees together

Departmental Reports

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

- Currently in the middle of a search

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

- No report

Public Health (Dr. Jay Whelan)

- No report

Child and Family Studies (Dr. Mary Jane Moran)

- Currently in the middle of a search

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

- Deadline for PPPR expectations is due January 15
- End of course surveys – Elizabeth Pemberton – submit to website

Nutrition (Dr. Jay Whelan)

- No report

Educational Leadership and Policy Studies (Dr. Patrick Biddix)

- No report

Educational Psychology and Counseling (Dr. Mitsu Misawa for Jeff Cochran)

- No report
- EPC Mid-Cycle Review February 10 & 11

Marketing & Communications Report– Julie Morris

- Currently doing a search – relisted marketing position

- If your department has interaction with the media, check with Jules first before making a statement.

Technology Report – James Remington

- Faculty/Staff refresh due today
- Negotiated new prices for a new laptop is \$1200.
- Student tech fee will start soon – let your faculty know – They have a million dollars for the entire university which is supposed to be divided based on student enrollment. We generally get between \$75-\$90 thousand a year. Testing materials are not included – there is a gray area for computerized materials. Tools used to teach to learn professionally. Each department has a representative, James will send out a list of representatives.
- Online certificate program, online catalog – costs \$2.75 a head but you can charge whatever you want. Let James know if you are interested. James will send a link.
- Windows 7 is at end of life – They are in the process of upgrading everyone to Windows 10.

Development Report – Randy Atkins

- Absent

Adjourn

Dean Fairbrother thanked the council and adjourned the meeting.

**Next Administrative Council Meeting
Friday, February 14, 2020
10:00 a.m. – 12:00 p.m.
383F Student Union**