

Academic Outreach and Engagement Council The University of Tennessee, Knoxville

Minutes of the Monthly Meeting
January 24, 2013, 1:00 p.m. – 3:00 p.m.
Crest Room, University Center

Attending: Elizabeth Burman, Paul Campbell, Chris Cox, Nan Gaylord, Ashleigh Huffman, Sarah Lowe, Thura Mack, Laurie Meschke, Roger Parsons, David Patterson, Cindy Raines, John Romeiser, David Schumann, Scott Wall, Paula Williams

Meeting called to order at 1:05 pm by Dave Schumann who is covering for Carole Myers (chair) who is out-of-town

Council Discussion

KerryAnn O'Meara Visit: Elizabeth Burman updated AOEC members on the March 13, 2014 campus visit by KerryAnn O'Meara, whose specialty is award systems for faculty engagement. Dr. O'Meara will make a campus presentation and meet with the Carnegie Writing Team and John Zomchick. Tentatively she will also meet with the promotion and tenure committee headed by Davis Patterson. Elizabeth is looking to the AOEC to plan how Dr. O'Meara's remaining time on campus is spent.

Elizabeth also reported that the Provost's Office has purchased and is working on implementing an online system for faculty annual evaluations. Elizabeth requested that the AOEC email her with their thoughts, not regarding the obstacles, but rather the path forward in this arena.

Carnegie application process: The AOEC is invited to the last writing team meeting before the Carnegie submittal and members should have already received an email invitation from Elizabeth Burman.

While the working group has already identified the Top 20 partnerships for the Carnegie application, a celebration of all campus partnerships is underway. The Top 20 partnerships have until 1/31 to submit revisions to improve their submissions. A review copy of the application will be available after February 7; the hope is to have a review of the application by the larger campus, including the AOEC, by February 10. Submission must be made by April 15.

Promotion and tenure committee report: The strategy is to legitimize and advocate for outreach & engagement by including it in the criteria for promotion & tenure in the Faculty Handbook and departmental by-laws. The next step is to codify the value of engaged scholarship by proposition to the Faculty Senate Affairs Committee and then to the Faculty Senate Executive Committee. Support for modification of the Faculty Handbook must come from the Faculty Senate, the General Counsel and the Board of Trustees. It was suggested that buy-ins from Deans and department heads be obtained before this process is begun. It was agreed that a bilateral strategy, (Council of Deans and Faculty Senate) is best and that a conversation now with

David Golden might be useful so that the Senate is open to what O’Meara has to say. The AOEC expressed a need to be in a different position in this regard for the current Carnegie application than for the last submission. While Taylor Eighmy has been advancing metrics for engagement with the Chancellor’s Cabinet, Nan Gaylord pointed out that modifications also need to be made to the Manual for Faculty Evaluation.

Carole Myers was tasked with organizing a meeting between Taylor Eighmy, the Provost, John Zomchick , David Golden, David Patterson, Chris Cox and herself re: institutional appreciation vis a vis 1. Letters of endorsement 2. Funding level 3. Numbers of projects

Lori Meschke is to send some suggested revisions to the wording of the proposition to Chris Cox and David Patterson before the meeting that Carol Myers will set up with the Provost.

Summer Institute committee: The committee headed by David Schumann is doing a benchmark study of other summer institutes and will call the various directors regarding best practices. Dr. Schumann talked with Dr. Eighmy about funding for the summer institute and reported that Dr. Eighmy wants a budget from the committee but indicated that finding the money would be his and Development’s responsibility. Dr. Schumann’s committee will create a potential design for the Summer Institute and the AOEC will vet what they come up with before presenting the design to Dr. Eighmy.

Carnegie application committee: Laurie Meschke (co-chair) reported on the work of the committee in the partnership selection process for the Carnegie application and the resulting 20 recommendations made to the Carnegie Writing Team. The committee believes that their part of the application process is now complete. The council agreed that this committee had done excellent work.

Faculty Recognition: The call for nominations for the Chancellor’s citation for outreach has gone out. Multiple nominations from departments are discouraged but all nominations will be considered. In the past the citation included a monetary award of \$2,000.00.

Dr. Gaylord said she would talk about the criteria for the Harold Love at the next meeting of the AOEC.

The council discussed ways to incentivize each individual college to award outreach and engagement. The Faculty Recognition committee will work on discovering ways to develop service awards. They will check with Elizabeth Burman to find out which colleges have service awards and what those awards are called with an eye towards consistency.

The council adjourned at 2:12 PM.

The next meeting of the AOEC will take place 1-3 PM on February 28, Room A004 Blount Hall.

Academic Outreach and Engagement Council
The University of Tennessee, Knoxville

Minutes of the Monthly Meeting
September 27, 2013, 1:00 p.m. – 3:00 p.m.
Room A004, Blount Hall

Attending: Elizabeth Burman, Paul Campbell, Chris Cox, Nick Edner, Taylor Eighmy, Mark Fly, Nan Gaylord, Thura Mack, Carole Myers, Lori Muschke, Bob Kronick, David Schumann, Scott Wall, Paula Williams

Guest Speaker: Dr. Julie Williams, Senior Vice Provost for Engagement and Academic Outreach, University of New Hampshire

Meeting called to order at 1:14 pm

Welcome and Introductions

Vice Chancellor for Research & Engagement, Taylor Eighmy, defined engaged outreach as instrumental to the research enterprise of a public land grant institution. Dr. Eighmy asked the committee for discussion of implementation of engaged outreach at the unit level. During his introduction of Dr. Julie Williams, UT alumnae and UNH Senior Vice Provost for Engagement and Academic Outreach, Dr. Eighmy also requested AOEC participation in the university's Carnegie application as UT becomes a fully engaged university.

Dr. Williams asked for each committee member to introduce themselves and describe their involvement in engaged outreach/reason for participation on the AOEC:

Paul Campbell - Throughout career at UT of almost 40 years, has worked to increase the involvement of the University in the local community through service learning, internships and applied research that meets the needs of the community rather than the goal of publishing in academic journals. Support of engagement at the higher levels of administration have been encouraged by the Carnegie and Kellogg commissions and other National academic associations as Association of Public and Land Grant Universities and with the support of the Vice Chancellor for Research and Engagement the current opportunity for engagement to obtain a higher priority at UT has never been greater.

David Patterson (College of Social Work) - Administration of the Knoxville Homeless Management Information System: a window into homelessness in the Knoxville/Knox County Community.

Chris Cox (Civil & Environmental Engineering) - Senior design (Capstone) projects with community impact and engagement; Outreach with non-profits such as clean fuels replacements impacting water quality, improved yards.

Paula Williams (Law) – Teaches non-profit clinics; involved in community groups such as the Community Building Institute; facilitates workshops.

Lori Muschke – Community service learning design for coursework

Thura Mack (Libraries) – Coordinates outreach to Tennessee schools giving hands on research tools, increasing scholarship awareness.

Elizabeth Burman (Office of Research) – **I DID NOT HEAR WHAT ELIZABETH SAID**

Bob Kronic – Community School Project, a state-wide proposal to fund community schools

Nick Edner (Journalism) – The Medal of Honor Project, an historical record.

Nan Gaylord (Nursing) – Administration of health services outreach with the Colleges of Education and Social Work.

Scott Wall (Architecture) – Architecture's effect on human interactions

Mark Fly (Forestry) – Applied research in the areas of human behavior and nature; personal belief in the land grant mission.

Dave Schumann (Applied Social Psychologist) – Collaborative communication in the Tennessee Teaching and Learning Center; outreach-oriented grants

Purpose of Meeting

AOEC Chair Carole Myers envisioned Dr. Julie Williams' visit as a galvanizing event in the revision of the AOEC; an opportunity to go from wandering in the desert to getting plugged in with new people and a new vision regarding research and outreach. There is a call out to the various deans which will result in a reconfigured AOEC. Dr. Myers explained the role of the council as:

1. Advocacy and the implementation of outreach and engagement to teaching, research and service and
2. Support of faculty in outreach and engagement

Dr. Julie Williams

In the process of her discussions with various groups at UT, Dr. Williams learned of the many things going on, of their impact and of the many facets of that impact. She cautioned the council about a potential for loss of momentum in the current transition phase.

Most Top 25 institutions are community engaged universities. Faculty should not view engaged outreach as yet something else they have to do but rather see the connections between excellent teaching, engaged scholarship and gaining external funding

A successful Carnegie application is rigorous and prescribed. It provides succinct evidence around the university's mission and foundational indicators such as the strategic plan, accreditation process, support/awards for faculty, community partners and assessment of impact of students.

Open Dialogue

Engaged universities have transparency at the highest level so externals can see the engagement, are able to demonstrate impacts and provide faculty rewards (not currently a priority of the UT Strategic Plan)

Elizabeth Burman listed the 5 focus areas of the Carnegie application as: Strategic Plan, Student Curricular Engagement, Faculty Rewards (in this case, documentation that UT is addressing the issue); Tracking/Assessing how the community is involved and Coordination. Assessment must be intentional. Could Council have a role in vetting which items go to the application grid? What is the logic model and evaluation plan?

Although there were many lessons learned from the 2010 application process, the process of choosing the best exemplars is very difficult. Taylor Eighmy is appointing a broad base of stakeholders who will meet every 6 months as advisors. As part of the UTK/UTIA effort a smaller writing group meets once a month and since April has been in the process of gathering information on partnership examples.

In the UNH process, primarily faculty with some administrators and two community partners made decisions as to which partnerships went on the grid; partnerships did one-pagers. Because the council reviews Chancellor Award applications, it has some experience but needs to establish filters before vetting examples.

What do you want to show Carnegie about UT outreach and engagement? Long term/long standing, great depth, external funding, "usual suspects/unusual suspects", integration of disciplines across campus.

The UNH Faculty Senate, while taking a look at Promotion & Tenure guidelines in general, felt that the timing was right for the Senate to take up engagement. At UT however, a proposal to wordsmith engaged scholarship died in the Faculty Senate. The lens as to what constitutes research when out working in the field needs to widen. Engaged scholarship gives respect to other forms of scholarship necessary, appropriate and vital to the mission of the university. However, Engineering disciplines will not accept evidence of engaged scholarship as P&T criteria in place of established numbers of publications and levels of funding. It was suggested that engaged scholarship be staged as a criteria for P&T, starting with promotion to Associate Professor and making the case later for all promotions. Currently evidence of both intellectual merit and broader impact are required for external funding but broader impact is not a basis for promotion.

The AOEC was formed due to the lack of mention of engagement in the university's mission statement with a vision of the AOEC moving faculty forward to move the university forward with

actionable recommendations. Administrative empowerment is key to the council's ability to move forward. It was proposed that one of the Chancellor's Awards ought to be "Engagement" to validate the effort.

Dr. Williams expressed the hope that the AOEC will take up the Carnegie application and stressed the necessity of providing evidence with process measures---a snapshot or "we are" rather than "we will".

Taylor Eighmy asked the AOEC to move forward on #1 & #2 (OF THE 5 FOCUS AREAS OF THE CARNEGIE APPLICATION???)

Topics over the next two meetings of the AOEC:

- AOEC involvement with the preparation of the Carnegie application
- Promotion & Tenure: Inclusion of engagement
- Summer Institute
- Faculty Recognition

Think about:

1. What are the rewards of/recognition for engaged scholarship?
2. Are structural changes necessary? Should we identify them?

The meeting adjourned at 3:09 pm

The next meeting of the AOEC will take place 1-3 PM on October 25, Room A004 Blount Hall.

Academic Outreach and Engagement Council The University of Tennessee, Knoxville

Minutes of the Monthly Meeting
October 25, 2013, 1:00 p.m. – 3:00 p.m.
Room A004, Blount Hall

Attending: Elizabeth Burman, Robert Burns, Chris Cox, Taylor Eighmy, Mark Fly, Nan Gaylord, Tom Handler, Ashleigh Huffman, Thura Mack, Carole Myers, Laurie Meschke, Roger Parsons, Cindy Raines, David Schumann, Scott Wall

Meeting called to order at 1:08 pm

Welcome and Introductions

Carole Myers welcomed new members who were appointed to the AOEC by their respective Deans noting that the Council got a late but great start with Julie Williams helping to define what the council should be.

Council Discussion

The September Council meeting revealed energy around:

1. Assisting the Carnegie Writing Team
2. Selecting the community partnerships for the Carnegie application
3. Outreach and engagement as criteria for promotion and tenure
4. A Summer Institute with knowledge skills tying research with outreach and engagement

The Council de-briefed regarding the Julie Williams visit; discussed necessary structural changes (while noting that one had already occurred given Dr. Eighmy's advocacy), conferred regarding the need for identifying incentives for outreach and engagement (specifically how can you measure O&E in annual evaluations and awards tied to tenure and promotion) and explored it's vision for the Summer Institute (how it will be constructed, where the funding will come from and focus on outputs). Dr. Eighmy requested that Council members provide him with a brief (three sentence) explanation of his/her vision for the Summer Institute before leaving the Council meeting.

Before the Carnegie application is submitted, the strategic plan must be public and available for the community to see. Input can be provided to John Zomchick regarding adding fields to the annual report where faculty can report outreach activities. This would be a start for a method of measuring the efficacy and effectiveness around engaged outreach. The Council should determine the fields to be included on the annual report.

The Julie Williams visit was a “shake-up” moment. The AOEC should host visits by other thought leaders involved in the Carnegie application reviews such as Laura Lee Salmon and/or David Worts. These visits should include a faculty focus session like the Julie Williams visit.

The Summer Institute should be:

1. For faculty by faculty
2. A faculty development opportunity
3. Integration of outreach & engagement into research and other scholarly pursuits
4. Deliverable to make it relevant
5. Outcome oriented towards what is to be accomplished strategically while allowing for faculty freedom
6. More geared to associate/full professors (engagement is more of a developmental step once tenure is achieved)

Outreach is essential for the broader impacts of NSF and other funding. It is complimentary to rigorous scholarly research, not a substitute for. Each discipline must define what constitutes research/scholarship. Because outreach and engagement is not included in all college mission statements, how does the AOEC make that connection?

Engagement is not exclusive to senior faculty but is a mentoring opportunity which is top down as well as bottom up---it crosses disciplines and ranks. The tenure idea is not the same as it was 10 years ago---clinical faculty can progress without tenure and have scholarly requirements. The Council needs to also consider situations outside of the tenure paradigm

AOEC did not pursue changes to promotion and tenure guide lines re: engaged scholarship in the past due to circumstances but would like to see progress in the weight placed on outreach & engagement and the creation of value going forward.

Best practices:

1. Ask Provost and Chancellor to ask Deans to revisit their mission statements
2. Weight for engaged outreach in faculty evaluations
3. Significant cultural change

AOEC to organize by sub-groups

1. Carnegie Application – method of vetting partnerships
2. Promotion & Tenure – short term define process for making recommendation or not around P&T
3. Summer Institute – curriculum design; who is eligible; how to select; what’s the faculty interest?
4. Faculty Recognition
 - a. Make Chancellor’s Outreach Award more inclusive

- b. Increase AOEC influence on the Harold Love Award, the McGrath Award and the Academic Outreach Incentive Grants

AOEC members are to submit their preference of sub-group assignment in ranked order to Dr. Myers who will send members their sub-group assignments by Monday, October 28.

It was suggested that the Council restructure because the size had become unwieldy.

The meeting adjourned at 3 PM.

The next meeting of the AOEC will take place 1-3 PM on November 15, Room A004 Blount Hall.

**Academic Outreach and Engagement Council
The University of Tennessee, Knoxville**

Minutes of the Monthly Meeting
November 15, 2013 1:00 p.m. – 3:00 p.m.
Room A004, Blount Hall

Attendance: Burman, E., Campbell, P., Cox, C., Gaylord, N., Geiser, D., Huffman, A., Mack, T., Meschke, L., Myers, C., Parsons, R., Patterson, d., Romeiser, J., Schumann, D., Wall, S.

Dr. Taylor Eighmy welcomed the group and specifically inquired about the Summer Institute. He indicated that there may be a possible funding source for the Institute.

Dave Schumann agreed to assist Elizabeth Burman with planning for Kerry Ann O’Meara’s visit on behalf of the AOEC. O’Meara will meet with various campus and community groups during her visit. Her specialty is faculty recognition for engagement. Time will be aside for a meeting with the AOEC. Date of visit and planning next meeting yet to be determined.

The major activity was committee break-out sessions. See attached list of committees and membership. Each committee chair presented a brief overview of preliminary ideas. Agreed each committee would meet in advance of next AOEC meeting and plan to provide an update on committee work.

Agreed to following meeting dates: **The AOEC will meet on the fourth Friday 1-3 PM (February 28, March 28, April 25).**

Academic Outreach and Engagement Council: Work Group Assignments

Committee name and description	Proposed members and chair (in bold)
Promotion and tenure guidelines- Evaluating options and developing initial recommendations for inclusion of engagement in promotion and tenure guidelines.	1. Robert Burns
	2. Chris Cox
	3. Mark Fly
	4. David Patterson
	5. Cindy Raines*
Summer Institute- Developing a proposal for a Faculty Summer Institute on incorporating engagement into research funding proposals.	1. Sarah Lowe
	2. Thura Mack*
	3. Valorie Vojdik
	4. John Romeiser
	5. Dave Schumann
	6. Laura Stephenson
Faculty recognition- Reviewing and revising, as needed, criteria for Chancellor's Academic Outreach Award, managing the selection process for this award, the Harold Love Award for Community Service (Spring 2014), and the McGrath award.	1. Paul Campbell
	2. Nan Gaylord
	3. Tom Handler
	4. Dawnie Steadman
	5. Paula Williams
Carnegie application- Assisting the Carnegie Writing team (the team preparing UT's Carnegie application to be designated as an engaged university) in selecting 15 community/UT partnerships to be included in the application.	1. Dennis Geiser
	2. Ashleigh Huffman
	3. Laurie Meschke
	4. Roger Parsons
	5. Scott Wall
	6. Sam Swann*

*Ask to move to Communications, if this committee is established.