

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

Minutes of the Monthly Meeting  
February 28, 2014, 1:00 p.m. – 3:00 p.m.  
Room A004, Blount Hall

Attending: Elizabeth Burman, Robert Burns, Paul Campbell, Chris Cox, Mark Fly, Nan Gaylord, Ashleigh Huffman, Carole Myers, Cindy Raines, John Romeiser, David Schumann, Dawnie Steadman, Scott Wall

Absent: Dennis Geiser, Tom Handler, Laurie Meschke, Sarah Lowe, Thura Mack, Roger Parsons, David Patterson, Laura Stephenson, Sam Swan, Valorie Vojdik, Paula Williams

Carole Myers opened the meeting and stated that the Council had moved to a better place in terms of purpose and specific items. Discussion outside of the Council about keeping the momentum led her to propose an Executive Council comprised of the Council chair and the committee chairs and asked for Council member reactions.

In terms of succession planning and because of the steep learning curve faced by previous Council chairs, Dr. Myers also proposed a chair-elect, ideally selected or elected by the AOEC and asked the Council if a chair elect should be identified now and mentored for the remainder of this term or for next year. The Council is a good size and now that committees are in place the workload of the chair is easier. Electing someone who is willing to serve is the best way. The role of the chair is defined as 1. Setting direction 2. Making contacts 3. Promoting

A Council charter existed in the past and can possibly be resurrected. If the charter can be located, the Council will re-look at the charter and possibly add to it going forward. For the April meeting the Executive Council (David Patterson, Chris Cox, Nan Gaylord, Scott Wall and Carol Myers) will 1. Re-look at the Council Mission 2. Work to establish flexible by-laws 3. Define the roles of the committee chairs and the Council chair and 4. Discuss succession planning. Carole Myers will meet with Taylor Eighmy to apprise him and get his feedback.

The work group for the Carnegie exemplars was applauded and Elizabeth Burman briefed the Council on the upcoming visit by Kerryann O'Meara who will give a campus wide presentation on "Rewarding Engaged Scholarship in Promotion & Tenure Strategy and Actions" on March 13, 1-2 PM in the Hodges Library Auditorium. Elizabeth asked for Council input on the focus of the discussion with O'Meara. Carol Myers will talk with the Faculty Senate President-elect about bringing up the O'Meara visit to the Faculty Senate Executive Committee. Information about the visit can be disseminated via listservs such as the DDDH and Associate Deans for Faculty Affairs. Elizabeth Burman will email the O'Meara flyer to the Council for their ideas of how to distribute it and has a graduate assistant who can deliver posters.

There is the possibility of a visit by a third consultant, Barbara Holland, in the fall to give a presentation on assessing impacts for community engagement. The consultants have provided real and tangible benefits.

The Carnegie application needs more coordination on faculty awards, assessment, tracking measurement and the Strategic Plan. John Zomchick recently gave a presentation on a new program that has promise as a tool for gathering and reporting this information.

Elizabeth offered to make the draft application available for Council members to review. The writing team is looking for examples of faculty and student scholarship that involves community engagement from as many different departments and units as possible.

Elizabeth Burman also reported that the Sustained Cities Initiative, based on an experiential learning program in Oregon, is being implemented here at UT. She also announced that the call for proposals for the Engaged Scholarship Conference in Edmonton has gone out and will close in mid-March. There are three scholarships available.

During his committee update, Chris Cox led the discussion of promotion and tenure criteria statement definitions of the terms engagement and outreach. It was decided to re-look at the definitions and refine before the O'Meara visit for her to react to. Council members were encouraged to email the committee with their comments.

Scott Wall suggested inviting Taylor Eighmy for a strategic conversation with the Council prior to the meeting with Dr. Zomchick and the Provost. Council Chair Carole Myers corrected the purpose of the meeting with Dr. Zomchick and the Provost to "feedback to including engagement and outreach in promotion & tenure guidelines". This meeting and the meeting with O'Meara are for feedback – what goes forward will be decided by the Council.

Dave Schumann reported that his committee will have some things to present to Kerryann O'Meara regarding summer institutes and that the earliest summer institute will be in 2015.

Nan Gaylord stated that the Award Committee had a quorum when they met. Nominations for the Academic Outreach Award were chosen but are confidential until the Chancellor's Awards Banquet. The Harold Love Award is a state award for service outside your university. The application process is time-consuming and not faculty-specific. The Harold Love Award is tabled for this year. The Awards committee will look at developing pools of candidates specific to external awards and specific to internal awards.

Cindy Raines agreed to discuss the AOEC's deficit around communications at the next meeting.

The meeting adjourned at 2:51 PM.

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The next meeting of the AOEC will take place 1-3 PM on March 28, 2014 in  
Room A004 Blount Hall.

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

Minutes of the Monthly Meeting  
April 25, 2014 1:00 p.m. – 3:00 p.m.  
Room 113, Blount Hall

Attending: Elizabeth Burman, Chris Cox, Nan Gaylord, Ashleigh Huffman, Laurie Meschke, Carole Myers, Roger Parsons, David Patterson, Cindy Raines, John Romeiser, Scott Wall

Absent: Robert Burns, Paul Campbell, Mark Fly, Dennis Geiser, Tom Handler, Sarah Lowe, Thura Mack, David Schumann, Dawnie Steadman, Laura Stephenson, Sam Swan, Valorie Vojdik, Paula Williams

Carole Myers opened the meeting at 1:05 PM. David Patterson made a motion to approve the minutes of the February 28<sup>th</sup> meeting. The motion was seconded by Chris Cox and the minutes were approved.

**Committee Reports**

PROMOTION & TENURE - Committee had nothing new to report.

SUMMER INSTITUTE – John Romeiser for David Schumann

Based on the QEP on Experiential Learning, service learning training is being separated from faculty outreach and engagement research training, the latter being the focus of the AOEC Summer Institute. It is presumed that Kelly Ellenburg and the Tenn TLC will be handling the service learning training.

Research conducted as part of service learning will be addressed in the service learning training.

To allow participation in both, the Summer Institute will not be scheduled at the same time as the service learning training.

The committee collected benchmark data from the Top 25 and a list of schools know to have institutes of this type. Most of the top 25 cover this training in independent, disconnected workshops if at all.

The committee will meet May 19<sup>th</sup> to develop a tentative list of outcomes, a basic outline of topic coverage, and a proposed budget. This will be provided to the AOEC Director to share with Vice Chancellor Eighmy and at the next meeting of the AOEC in the Fall. The committee does not intend to move forward with detailed planning of the Institute until there is some budge commitment for the project.

CARNEGIE SELECTION – Work is completed and the committee is ready for a new assignment

## FACULTY RECOGNITION COMMITTEE – Nan Gaylord

The committee submitted Suzanne Lenhart's name for the Chancellor's Honors Academic Outreach Award due to her outreach activities in the community and her publications with students about academic outreach. The committee felt that both of these items are important in representing academic outreach. Carole Myers asked the committee members to prepare a bulleted list to continue committee momentum with new members.

The committee will also select faculty to receive support from money donated for attending the Engagement Scholarship Consortium Conference in Edmonton, Alberta, Canada in mid-October. There is enough money for two full or multiple partial scholarships. The selections will be made from abstracts already submitted to the committee. Scott Wall suggested that a call to submit for the scholarship be sent to those who had submitted abstracts. Elizabeth Burman offered to work with Nan on the call.

## COMMUNICATIONS – Cindy Raines

AOEC communications needs are not ad hoc and need to be permanently established for visibility, to maintain website, write articles, etc. Faculty are not equipped to do that. Having staff members on the AOEC would be advantageous. Cindy Raines offered to set up a meeting with Margie Nichols but Carole Myers indicated that she may want to touch base with Taylor Eighmy first.

There is strategic value in how the AOEC communicates with the university, colleges, students and the community. Outcomes have external and internal impact (community awareness, research grants, recruiting of faculty and students, breaking down of internal barriers). Elizabeth Burman suggested that Karen Simsen, who is already working on Carnegie submissions, may be able to help.

The need is for communication not about what the AOEC is doing, but more broadly about outreach. The goal is to convey the impact. Faculty members cannot be expected to do all of the work. There are two communications models: 1. The AOEC leads or 2. The AOEC participates in current initiatives on the campus and system levels.

Scott Wall and Cindy Raines will meet with Elizabeth Burman to follow-up between May 13-19.

## REPORT ON MARCH 31 MEETING WITH THE PROVOST

The essence of the meeting was that the AOEC wants to find a way to include language inclusive of outreach and engagement in chapters 2 & 3 of the Faculty Handbook to codify its importance before moving to the Manual for Faculty Evaluation. The Provost was supportive. The AOEC need to have conversations with [REDACTED] and Joanne Hall to make sure everyone knows where we're moving.

AOEC members made a real point of saying that outreach and engagement would not be an additional requirement for promotion and tenure but a recognized option. This is seen as a social

justice, equity and faculty retention issue which would allow for a more diverse faculty and a range of scholarship from individuals with different backgrounds. Benchmarking data to support this effort **was provided? was requested?** John Zomchick was strongly supportive. Susan Martin empowered John Zomchick to work with the Faculty Senate on this process.

## EXECUTIVE COMMITTEE REPORT

The Executive Committee wants input on requirements and election protocols for a chair-elect. First and foremost, it must be someone who agrees to be chair-elect. The committee will convene over the summer to craft by-law language pertaining to the Chair-elect position as well as ideas about committee structure (which are standing, which are ad hoc) to be considered by the AOEC at the Fall Retreat.

In the past, the Vice Chancellor would make a call to Deans, Directors and Department Heads in the fall for new AOEC members. Carole Myers made the call last year. Taylor Eighmy thinks that the AOEC is too top heavy with full professors and wants more of a hybrid model that includes self-nominations. **???** will talk one on one with the Deans.

## REPORT/UPDATES – Elizabeth Burman

The Carnegie application was submitted April 14. The Carnegie materials on assessment are being used for SACS accreditation.

Elizabeth discussed calendaring recurring external awards and an edgy article about faculty intellectual capital.

After an announcement that the Fall Retreat would be a ½ day retreat, 1-5 PM in early September, after the Faculty Senate Retreat, the meeting was adjourned at 3:00 PM.

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The next meeting of the AOEC will take place 1-5 PM on September 5, 2014 in  
Room A004 Blount Hall.

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

Minutes of the 2014 Retreat  
September 5, 2014, 1:00 p.m. – 5:00 p.m.  
Room A004, Blount Hall

Attending: Elizabeth Burman, Chris Cox, Taylor Eighmy, Mark Fly, Thura Mack, Polly McArthur, Laurie Meschke, Carole Myers, Roger Parsons, David Patterson, Cindy Raines, David Schumann, Dawnie Steadman, Laura Stephenson, Valorie Vojdik,

Absent: Robert Burns, Dennis Geiser, Tom Handler, Ashleigh Huffman, Sarah Lowe, John Romeiser, Sam Swan, Cindy Tietz, Scott Wall, Paula Williams

Carole Myers opened the meeting with a recap of the previous year. She expressed appreciation for ORE's support of the AOEC, which enhanced committee productivity, and for Elizabeth Burman's reliability in providing the committee with a national perspective. The Julie William's visit was the highlight of 2013-2014 and confirmed that things are attainable for the AOEC. The second stellar visit in 2013-2014 by Kerry Ann O'Meara expanded the view of advancing scholarship in ways the committee had not envisioned.

The sit-down with the Provost and John Zomchick regarding more inclusive language in the P&T guidelines was well received. The AOEC participants did not really see any resistance but rather the meeting resulted in more of a "green light".

David Patterson described the panel discussion by him, Carole Myers and Chris Cox at the Faculty Senate meeting and emphasized that the Provost charged Dr. Zomchick to work with the AOEC. The Faculty Affairs Committee invited Dr. Patterson to meet with them at their meeting two weeks after the Faculty Senate Meeting.

There was discussion of the Elements system used to document faculty activity going forward. Taylor Eighmy asked if this would be a good way to collect information on engaged scholarship. Engaged scholarship review is by faculty and community peers and is subject to cultural barriers. A truly community engaged institution has an assessment component that reaches out to constituents. More and more funding opportunities require connectivity to community partners. There is a difference between "bean counting" and collecting information that will expand and grow our opportunities. We need to map the universe of engaged scholarship and measure success.

## Summer Institute

The Summer Institute work group proposes a 3-week institute and has two deliverables:

1. A strategic plan for outreach and engaged research
2. Develop a proposal to Taylor Eighmy for seed funding. Dr. Eighmy's office would construct a committee to review proposals. Team or individual applications would be allowed.

Funding/budget needs for an inaugural 15-person Summer Institute were talked over. A mixed model of funding (part community) was suggested. It was agreed that the Summer Institute work group would meet with Taylor Eighmy, Janet Nelson and Elizabeth Burman.

## Carnegie Application

A decision on UT's Carnegie application will not be made known until December. Materials are being reviewed now. Classification takes place on a 5 year cycle. Elizabeth Burman is still very confident that UT's application will be successful.

To facilitate nominations to national awards for faculty engaged scholarship, Elizabeth proposes collecting information via a template application for feed into all award nominations.

Greg Hutchins, VP & Dean of Extension at the University of Wisconsin is lined up as the Fall Speaker (October 31), sponsored by Tim Cross' office.

Barbara Holland is a potential speaker for Spring, sponsored by Elizabeth Burman's office.

As a member of the Elements Steering Committee, Elizabeth thinks that the AOEC may need additional representation on the committee. There is a benefit to being involved while they are still building it to understand the technical possibilities. For example, can items be double tagged as both traditional scholarship and engaged outreach? Taylor Eighmy wants the opportunity to collect data about engaged scholarship in order to demonstrate success and to both recognize and reward engaged scholarship. Carole Myers will attend a conference on recognizing engaged scholarship and will try to resurrect that topic from Kerry Ann O'Meara's talk for review. The AOEC has defined engaged scholarship on its website but needs to revisit that.

Action Item: Elizabeth Burman will ask Dr. Zomchick about inviting David Patterson to an Elements meeting.

### Work Groups

Communication: Communication needs to do what the Summer Institute Committee has done in having something concrete to propose. Elizabeth Burman is working with Margie Nichols' group on the beginnings of an improved web presence to raise the profile of the AOEC across campus. The Communications Work Group will consist of Cindy Raines, Thura Mack and Elizabeth Burman.

Bylaws: Carole Myers hopes to have the AOEC approve the bylaws in October and then elect officers. Laurie Meschke volunteered to work with Carole on the bylaws.

Faculty Recognition: This work group is to calendar awards and create a common application.

The AOEC agreed that the committee's membership is currently at a functional number and that there would be no call for new members for this year.

Chris Cox moved to adjourn and was seconded. The retreat adjourned at 3:35 PM.

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The next meeting of the AOEC will take place 1-3 PM on November 7, 2014 in the West Wing (Room 440) of the Haslam Business Building.

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

Minutes of the Monthly Meeting  
November 7, 2014, 1:00 p.m. – 3:00 p.m.  
West Wing, Haslam Business Building

**Attending:** Elizabeth Burman, Chris Cox, Mark Fly, Dennis Geiser, Thura Mack, Polly McArthur, Laurie Meschke, Carole Myers, Cindy Raines, John Romeiser

Meeting called to order at 1:00 pm by Carole Myers (chair). After a motion to approve the minutes by Laurie Meschke and a second by Cindy Raines, the committee approved the minutes from the September 5, 2014 AOEC Retreat.

## Promotion and Tenure Guidelines Committee

Chris Cox reported that David Patterson met with the Faculty Affairs Committee following the panel discussion (panel consisted of David Patterson, Carole Myers and Chris Cox) at the Faculty Senate Retreat. The Faculty Affairs Committee crossed out a section of footnote #1 on the Promotion and Tenure Guidelines Committee's proposed revision to the Faculty Handbook (See Attachment B: "Recommendation for inclusion of "engagement" in UT-Knoxville Faculty Handbook Criteria for Appointment to Faculty Rank").

David Patterson is scheduled to meet with the Faculty Affairs Committee again on November 21<sup>st</sup> to follow-up about bringing the proposal to include engagement as a criterion for promotion to a vote by the Faculty Senate after which it would need approval by the Board of Trustees.

## Discussion

There will be variations by department but this opens the door. The P&T Guidelines Committee's work is the framework.

Based on discussions at the Edmonton Conference we are further along than other institutions. How do you ensure rigor? Does P&T review include community members? This opens the discussion to preemptively develop some of these adjustments to the paradigm for departments.

The council suggested a rewording of the deleted portion of footnote #1. Chris Cox, Mark Fly and David Patterson will meet prior to the November 21 Faculty Affairs Committee Meeting to do some further wordsmithing.

## Summer Institute Committee

John Romeiser told the council that the purpose of the Summer Institute is to sensitize our faculty to outreach and engagement. In the committee's meeting with Taylor Eighmy, Taylor suggested a different model: transdisciplinary; something that would "connect the silos"

involving Humanities, Business and the Law School with a focus on the prison poetry project. The idea is to bring people together around an idea that is fundable with tangible outcomes that will bring research dollars to the university. It was suggested that there would be small amounts of support for pilot projects. This is a great opportunity but meets a different need. There was zero support for the concept of the Summer Institute that we proposed. Rather than lament the lack of support, we should continue discussions while protecting the concept of engagement. Taylor was very firm about what he would support and his expectations.

### Discussion

How do we support outcomes and process? There are some other models, such as fellowship groups. Sometimes, if it works, the money follows.

The Summer Institute Committee is likely to meet again in January. Names suggested were the Transdisciplinary Scholarship Academy (TSA) and the Transdisciplinary Engaged Scholarship Academy.

The council expressed concern for the ability to bring along new faculty aside from a Summer Institute and discussed other ways.

### Bylaws and Commissioning of Work Groups

The Communications Committee Members will be Thura Mack, Cindy Raines, Sam Swan and Scott Wall. Carole Myers will ask if the Carnegie Committee Members will move to the Faculty Recognition Committee now that their work is completed. Dawnee Steadman has resigned from the AOEC.

There are key points in the bylaws for which Chair Carole Myers wants council input and passed out a worksheet to gather that input (See Attachment D).

Carole will send a copy of the revised bylaws to the council by December 15 and the council will voted on the revisions at the next meeting.

Because of various conflicts for council members, dates for the spring meeting were not set.

### Outreach & Engagement Update

Elizabeth Burman is notifying Outreach Grant winners before the announcement is made. Results of the Carnegie application are expected in early December with a national announcement in September. If successful, there will be an “Engagement Party” on April 10, which is the same date as the Barbara Holland visit. Barbara Holland is the 4<sup>th</sup> speaker in the UT Community Engagement Lecture Series, joining Julie Williams, Kerry Ann O’Meara and Greg Hutchins.

The council adjourned at 2:52 PM