

Academic Outreach and Engagement Council The University of Tennessee, Knoxville

Minutes of the Monthly Meeting
February 6, 2015, 1:00 PM – 2:30 PM
Room A004 Blount Hall

Attending: Elizabeth Burman, Chris Cox, Mark Fly, Polly McArthur, Carole Myers, Roger Parsons, David Patterson, Dave Schumann, Laura Stephenson, Valerie Vojdik, Scott Wall

The meeting was called to order at 1:00 pm by Carole Myers (chair). The minutes of the November 7, 2014 meeting were reviewed but not formally approved. Dr. Myers changed the order of the agenda to allow Taylor Eighmy, who would join the meeting at 2 PM, to hear the reports of the work groups.

Dr. Myers will distribute the proposed changes to the bylaws to the Council two weeks ahead of the March 6 meeting so that the Council can vote on them at the March 6 meeting. Elections will also be held on March 6. Towards that end, Dr. Myers needs nominations for the Chair, Chair-elect and other officers and will send out a call for nominations. The AOEC bylaws include two mechanisms for membership: by interest and by nominations from the college deans.

Although some of it will be done at this meeting, there will be a yearend review at the March 6 AOEC meeting. Priorities for the next academic year will be examined and the council will take another look at work groups.

Outreach & Engagement Update

Elizabeth Burman announced that the university was successful in acquiring the Carnegie designation and was getting a lot of recognition for it. There will be a celebration hosted by both Chancellors in conjunction with the Barbara Holland visit on April 9 & 10. Elizabeth would like the AOEC to be involved in the Holland visit and anticipates a day of meetings and consultations (How can Barbara Holland add to our efforts?) on day one and the lecture on day two. The Holland visit is taking place during “Research Week”. Elizabeth passed out a handout pertaining to the Carnegie designation that she had prepared for the Associate Deans for Research (see attachment #1). Carole Myers gave kudos to Elizabeth’s leadership and dedication regarding the Carnegie application.

Elizabeth also passed out copies of the Executive Summary of the Quality Enhancement Plan (see attachment #2).

There are currently two cycles for the Community Engagement Incentive Grants (formerly the Outreach Grants) but the grants will go back to one cycle (18 months instead of 9) in the Spring. Awards made are seed funding of between \$500-\$2,000. Elizabeth is exploring ways of making the grants more widely available and of increasing funding.

Discussion

Dave Schumann wants to see the Carnegie designation bulleted on the letter to the Deans asking for nominations to the AOEC so that the request is taken more seriously. The AOEC is looking

for a broader complement of members. Carol Myers asked for the Council's help in crafting the language of the letter to the Deans asking for nominations.

Kelly Ellenburg will be asked to come to the April meeting. The Council decided to wait until the agenda for the Holland visit is set before setting the date of the April AOEC meeting so as not to conflict with Barbara Holland's lecture.

Paula Williams is considering a request to be chair of the Recognitions Committee and the committee will need additional members.

Scott Wall will talk at the March 6 meeting about continuing the work of the Carnegie Committee to prepare for the next application.

Promotion and Tenure Guidelines Committee

David Patterson reported that the Faculty Senate voted to include language about engaged outreach in the Faculty Handbook criteria for promotion and tenure. Next the proposal changes must be approved by the General Counsel, the UT administration and the Board of Trustees. Eventually (next year) the language needs to be incorporated into the Manual for Faculty Evaluation and, in the future, it should include "promotion in progress" faculty. The committee has chosen a minimalist strategy to open the door. The hope is to get the resolution to the Board of Trustees for the June meeting. David Patterson will send the text of the resolution to the Council (see <http://cdn-senate.utk.edu/files/2014/08/Outreach-and-Engagement-Resolution-Fac-Senate-Ex-Comm-Approved.pdf>).

Discussion

The Council was asked to express their appreciation to Jennifer Fowler, John Zomchick and Susan Martin for their support if they see them and also to let faculty know that the resolution pertaining to engaged outreach is an acknowledgement, not a requirement.

Summer Institute Committee

Dave Schumann distributed a handout and told the Council that there had been a lot of activity around the Summer Institute but that the ultimate outcome has not been reached. In discussing his meetings with Taylor Eighmy and Janet Nelson, Dave Schumann noted that there was no notion of compiling funds across budgets for the Summer Institute. Janet Nelson was very clear that she has no money for training in outreach and engagement. Dr. Schumann concluded that it is clear that the Summer Institute is not something that can be done at this time.

Discussion

Carol Myers recommended exploring the idea of a less costly and inclusive conference in place of a Summer Institute. Because the committee is only designated to design a method, the question was asked "Who's going to deliver all of this?" There was discussion of including the community and the Ag campus. The Summer Institute Committee needs a follow-up meeting as

to where to next and then a follow-up meeting with Janet. The committee would like an opportunity to discuss with Janet Nelson and Elizabeth Burman who it might engage in some of the ORE training. The committee would also like to talk with Elizabeth Burman about looking for external funding for a conference.

Taylor Eighmy joined the meeting during the Summer Institute Committee report. Dr. Eighmy offered his congratulations on the work of the Promotion and Tenure Guidelines Committee.

Dr. Eighmy told the Council that Janet Nelson would be working to develop a Transdisciplinary Scholarship Academy (TSA). Although it would be a component, and not the sole focus, the TSA will include engaged outreach. There will be a broad spectrum of participation in creating the TSA and the AOEC can give their input. Dr. Eighmy expects that Janet Nelson will extend an invitation to the AOEC to have a representative on the group that will stand up the TSA.

In pursuing funding, Dr. Eighmy suggested that the AOEC look at the “needs” suggested for the recompute of the Carnegie designation.

In preparation for Scott Wall’s report on continuing the work of the Carnegie Committee at the March 6 meeting, Council members should review the information at <http://www.aacu.org/value-rubrics>, the Carnegie letter, the QEP, etc. to inform their deliberations.

Elizabeth Burman is working on a brochure which includes all fifty Carnegie explars, some of which appeared in *Tennessee Today* and *Impact*. In a discussion of the poor state of the AOEC website, Elizabeth suggested the possibility of the AOEC website being linked with the websites of the Office of Community Engagement & Outreach, the Office of the Chancellor and the Office of the Provost. Carol Myers will call Jean Derco to ask if she has a design student who can work on updating the AOEC site.

The council adjourned at 2:30 PM

NEXT MEETING – March 6, 2015
1:00-3:00 PM PM
A004 Blount Hall

Academic Outreach and Engagement Council The University of Tennessee, Knoxville

Minutes of the Monthly Meeting
March 6, 2015, 1:00 PM – 2:30 PM
Room A004 Blount Hall

Attending: Elizabeth Burman, Robert Burns, Chris Cox, Taylor Eighmy, Dennis Geiser, Thura Mack, Laurie Meschke, Polly McArthur, Carole Myers, Roger Parsons, David Patterson, Cindy Raines, Paula Williams

The meeting was called to order at 1:05 pm by Carole Myers (chair). Dr. Myers stated that her goals for the committee were to approve the by-laws and to elect officers for 2015-2016, or, if the by-laws were not approved, to formulate a contingency plan so that a teed-up package can be handed to the new chair.

Thura Mack, reporting for David Schumann, read a written report from Dr. Schumann. Polly McArthur talked to Dave Schumann after the last meeting and volunteered to be on Dave's work group. Dave's committee meets at 9 AM, March 23 in Greve Hall.

It is Taylor Eighmy's understanding that Engaged Outreach will be part of the Transdisciplinary Scholarship Academy for which there is funding. However, there is no funding for individual outreach & engagement efforts.

Faculty Awards & Recognition

Paula Williams reported that there were 11 applications for the Chancellor's Citation for Academic Outreach and that one was selected. There appeared to be a good pool this year. Paula agreed to manage this award for AOEC again next year. This year's awardee will be celebrated at the Chancellor's Banquet in April.

Taylor Eighmy feels that it is important for the AOEC to retain this role in the Chancellor's Citations to celebrate outreach.

Since AOEC includes both tenured and tenure-track faculty, Carol Myers will ask Taylor Eighmy if, in the future, this award will also apply to non-tenured faculty in addition to UTIA faculty, and if not, will request a separate award for non-tenured faculty.

Council consensus seemed to be that if you are rewarding excellence, it doesn't matter if you are paid or volunteer. The Council wants to keep the current benefit and add a second award. There was traction around initiating a proposal to include a separate award for non-tenured faculty and to look at including another award for staff. The AOEC wants to make this proposal for additional awards to Taylor Eighmy to carry up the ladder.

Promotion & Tenure

After the last AOEC meeting, David Patterson contacted Jennifer Fowler and John Zomchick. The outreach & engagement verbiage for the Manual for Faculty Evaluation is now in John Zomchick's court with progression to the General Counsel, then to be signed off by UT Administration and finally to the System, hopefully by June. The Promotion & Tenure work

group is committed to tackling outreach & engagement language for non-tenure track faculty next year with the Faculty Senate work group.

Discussion:

AOEC communications efforts should be more of a support than a guiding effort to Elizabeth Burman and her team. The Council talked about Elizabeth's 50 Partnership's publication and PR piece.

Regarding the AOEC Bylaws: the goals should be revised to say "the Institute of Agriculture and the University of Tennessee, Knoxville", rather than just the UT Knoxville campus.

After discussion it was decided not to include IPS because they do service, but not scholarship.

Laurie Meschke volunteered to assist with looking at the by-laws language.

A discussion of AOEC membership considered whether membership should be faculty only or faculty and staff. There was agreement that it is critical to define membership but there would be a loss of focus if membership was expanded to include staff.

After discussion of dates for the next AOEC meeting, April 24th was selected (but later overturned in favor of April 17.)

David Patterson volunteered to meet with Carol Myers before the next meeting to work on the bylaws.

Academic Outreach and Engagement Council The University of Tennessee, Knoxville

Minutes of the AOEC Retreat
September 25, 2015, 1:00 PM – 4:00 PM
Room A004 Blount Hall

Attending: Elizabeth Burman, Michelle Christian, Lisa Fall, Sue Hamilton, Kevin Kit, Sarah Lowe, Thura Mack, Laurie Meschke, Polly McArthur, Carole Myers, Cindy Raines, Lynn Sacco, Laura Stephenson, Elizabeth Strand, Sam Swan, Paula Williams

The meeting was called to order at 1:05 pm by Immediate Past Chair Carole Myers in place of Chair David Patterson, who is on sabbatical for fall semester. After introductions, Dr. Myers gave a brief history of the council, which originally served at the pleasure of the Vice Provost. Taylor Eighmy embraced and gave new life to the Council which is now more faculty-directed, for faculty with a strong alignment with academic outreach. The Carnegie application process also shaped the Council and revisions to the Council bylaws have provided a new structure inclusive of all faculty.

The Council's ambitions are to advocate for engaged scholarship and the university mission and to work to maintain the Carnegie designation. More challenging is the question of how to support faculty who want to be involved in engaged scholarship.

The Council's Executive Committee met several times over the summer to plan the retreat. The new Council model is more flexible, giving more workload to committees and task forces. The bylaws allow committees and task forces to bring non-council members to their committees. A timeline will be distributed to Council members after the retreat but meetings will typically be held 1-3 PM on the 3rd Friday of the month.

UT's Carnegie Designation

Elizabeth Burman reported on the visit by Pauline Johnson of the University of Alabama during the 2016-2017 academic year for the purposes of meetings with administrators and academic leaders in engaged outreach and engaged scholarship and to visit active community-campus collaborative partnerships.

The Community Engaged classification focuses on reciprocity. There is a high correlation between community and engaged scholarship and Top 25 Benchmarks. Elizabeth discussed the engagement handout and Carnegie statistics and explained that UT shares the Carnegie designation with UTIA. When asked for examples of engaged outreach for disciplines other than the helping professions, Elizabeth explained that while it is common for engaged outreach to occur with marginalized groups, that is not necessarily always the case. Instead, it occurs where the problem is most severe and where you can have the most impact ("Wicked problems").

After committee and task force break-out discussions, the council reconvened as a group when Dr. Zomchick, Vice Provost for Faculty Affairs, joined the retreat at 2:30 PM.

Council Secretary Laurie Meschke facilitated the reports from committees and dialogue with Dr. Zomchick who said he would offer commentary where he could.

P&T Implementation Task Force

Laura Stephenson, P&T Implementation Task Force Chair reported that the committee was in a discovery phase and would bring back their plan to the Council in January. They want to add John McCrae, David Golden and someone from Arts & Sciences to their committee.

Dr. Zomchick offered that language pertaining to engaged scholarship is in the Faculty Handbook now but work remains at the departmental level. He suggested working with faculty to encourage departments to add the engaged scholarship criteria for P&T to the departmental bylaws. He also suggested that the Task Force target early adoptees and that the likely places to start would be College of Nursing, College of Education, Health and Human Sciences, and Sociology. Winning faculty support is key because departmental bylaws are approved by faculty. It is now the departments' responsibility to apply the new language of the Faculty Handbook.

Other places that the Council might facilitate/hasten adoption are with the Faculty Senate's Faculty Affairs Committee and Research Council. It would also be prudent to make sure that department heads are aware of the new language and the Council's interest in making this part of the faculty portfolio. Dr. Zomchick recommended Department Head Forums as a good place to reach department heads and said that he would send the forum dates. Laura Stephenson will head this effort by building some examples for faculty and as a springboard for department heads and deans. Carol Myers will provide KerryAnn O'Meara and workshop materials to Laura Stephenson and Kevin Kit.

Promotion and Progress Resolution Task Force

This task force will seek to include engaged scholarship language in non-tenure track promotion and progress criteria as optional criteria. Non-tenure track faculty is defined as Clinical Faculty, Faculty of Practice, Extension Faculty, Research Faculty and Lecturers. With the exception of Lecturers, there is no language in the Faculty Handbook regarding the criteria for promotion of non-tenure track faculty. Because it is discipline specific, promotion criteria for other non-tenure track faculty has been left up to departments and therefore there is nothing to add or amend. Therefore this task force will need to find a different approach to enable inclusion of engaged outreach for non-tenure track faculty; perhaps a resolution that just states a position. Carole will meet with Mark Collins of the Marketing Department as he is the Faculty Senator who requested a follow up on with the non-tenure faculty).

Faculty Awards and Recognition Committee

This committee will examine the current criteria for internal awards such as the Chancellor's Outreach Award and recommend changes where necessary. Revised criteria will be established before the nominations for the Chancellor's award in December. The criteria need to keep a distinction between service and engaged scholarship. Boyer's *Scholarship Reconsidered* was referenced. Scholarly outputs are a result of academic outreach and engagement. It was decided that it is a good idea for the committee to develop a common awards application. Additional committee members will be sought from outside the council.

Communications Committee

This committee is working with Elizabeth Burman on a "front page" for the AOEC website and hopes to have a brief introductory paragraph and bylaws up by November. After that, member bios and pictures will be added. Eventually the site will include committee notes in an organized fashion.

Faculty Development Task Force

This task force is retreating from creating an institute where faculty can gain knowledge, skills and support to the plan of developing a base understanding of engaged scholarship for faculty. They will begin with a fact finding mission to develop a strategy to explain outreach and engagement in research, teaching, and service. In January the committee plan to present information from various sources.

Dr. Zomchick offered that since NSF requires “broader impact” that might give entry into some of the disciplines that are more resistant and that this might be part of the faculty development piece. Carol Myers and Elizabeth Burman will re-look at the opportunity to work with Janet Nelson and the Community of Scholars.

Nominations and Membership

This year’s application process was less formal than what is desired and committee members discussed the nomination process.

Dr. Zomchick shared that real work has to be done with the AOEC members’ colleagues. It is a matter of consciousness-raising and letting people know what it is you are proposing, possibly at college and department retreats. Matthew Theriot might be a resource and have a different way of conceptualizing the Council’s mission.

At Elizabeth Burman’s request, Dr. Zomchick talked briefly about Elements, the faculty activity reporting system. If there are data fields that capture information that the AOEC needs, the Council should let Dr. Zomchick know.

SAIS is being replaced by the new platform does not talk to Elements. In addition to eleven core questions, departments and faculty can add questions.

There is a search underway for a full-time director of experience learning.

Wrap Up

AOEC meeting dates will be sent to the Council members. The majority of the Council’s business will be done in committees and task forces. The committees and task forces will submit reports to the Executive Council who will set the agenda for the following Council meeting.

The AOEC retreat adjourned at 3:55 PM

Academic Outreach and Engagement Council The University of Tennessee, Knoxville

Minutes of the AOEC Retreat
November 20, 2015, 1:00 PM – 4:00 PM
Room A004 Blount Hall

Attendees: Elizabeth Burman, Kevin Kit, Laurie Meschke, Carole Myers, Cindy Raines, Paula Williams, Thura Mack, Ashleigh Huffman, Polly McArthur, Anna Sandelli

Committees

Communication

Laurie Meschke reported that the AOEC website is now embedded in the website of the Office of Community Engagement & Outreach and that the final site should be ready by the April 22 meeting.

Most of the content will be “evergreen”. Craig Cook is responsible for the structure, but Elizabeth Burman will make changes via WordPress and hopefully each committee member will take responsibility for one page. SharePoint documents can be connected to the website. Adding content about faculty O and E will be a secondary tier of development.

On December 10 the Communication Committee will review the architecture of the site via email. Future meetings will be held in Zoom. The March meeting date falls during Spring Recess and needs to be changed; other committees may want to do the same.

Rewards

Paula Williams did the reporting

Academic outreach and engagement award for tenured and tenure-track faculty. Will seek recommendations next month. Will add that one letter from a community partner can be included with the nomination (optional). Will be a test run.

Separate award considered for non-tenure track faculty

Committee will make a proposal about a new award for the Council to consider. The proposal should be submitted in Spring so as to be positioned for the following Fall.

Marketing the award nominations will be increased this year. Story not just a call for nominations in the TN Today could be helpful. Other suggestions from the committee for marketing the awards included the Faculty Senate, a story in the Beacon, the TN Teaching and Learning Center and Kat at McClung Museum.

Call for award nominations will be sent prior the end of Fall 2015 semester to the DDDH listserv (draft attached). Applications are due mid-late February. Winners will be notified in March. Banquet should be in April

Carole Myers will add Paula Williams to the AOEC Blackboard.

Promotion and Tenure

Kevin Kit did the reporting

David Golden (Nutrition) and Nan Gaylord and JoAnne Hall (Nursing) joined committee. Other members are John McRae and Laura Stephenson (Chair).

Goal is to get outreach and engagement reflected in departmental tenure and promotion guidelines

Committee is gathering information from other schools regarding their language and if it varies by disciplines; strategizing and collecting information in order to develop engaged scholarship and outreach language examples for all disciplines to offer to units.

Educational campaign seems necessary for some units; implementation is going to take a long time.

Explore whether resources are available to contribute to goal

Non-Tenure Track Faculty Progress and Promotion

Have not met

Nominations

Cindy Raines did the reporting

Google doc to allow faculty to apply for membership and to indicate their preferences for committees.

Timing of nominations was considered. Consider initial share of the call in April but leave it open through the summer

AOEC members discussed term limits and quotas for AOEC members, as well as the issue of whether or not to keep equal representation. The AOEC committees should talk through these issues and bring their recommendations back to the Council in February.

Faculty Development

No members were present for share; will share in February with the other committees

The next Council meeting is February 19, 1:00 – 3:00 PM in A004 Blount Hall. Carol Myers will send Outlook Invites for full Council meetings to Council Members.

The meeting adjourned at 2:15 PM

Academic Outreach Awards for Faculty

On behalf of the Chancellor, the University's Council on Academic Outreach and Engagement is soliciting nominations for the Chancellor's Academic Outreach Award that recognizes excellence in academic outreach by faculty. The academic outreach award will be presented to the faculty

member at the Chancellor's Awards Banquet in April 2016. The Academic Outreach Award recognizes extraordinary contributions of faculty to the public that occur as an outgrowth of academic pursuits and are related to the University's academic mission. The faculty award is based on demonstrated outstanding contributions to the public stemming from the academic expertise of the nominee.

Academic Outreach

Academic outreach is defined as integrated scholarship that engages the institution's academic missions of research, creativity, teaching, and service with the community at large. It involves the university's faculty and students employing their academic expertise to engage the community in reciprocal, collaborative relationships to improve the quality of life for citizens. In turn, the relationships with the community inform the scholarship and learning of faculty and students. Scholarship in academic outreach can be demonstrated in the nomination and faculty member's curriculum vitae with awards, grants, publications and/or other recognitions within the discipline and/or the community. Academic outreach scholarship is demonstrated across the three domains of the faculty role: teaching, research, and service. For a more detailed discussion of academic outreach in the scholarship of teaching, research or creative activity, and service or application, please see Appendix A of _____.

Eligibility

All tenure-track and tenured faculty of the University of Tennessee's Knoxville campus, including the Institute of Agriculture, are eligible for this award. The award is intended to honor an individual faculty member who has exceeded normal expectations in his/her academic outreach activities. Previous award winners and members of the Council on Academic Outreach and Engagement are ineligible. All nominees should have a minimum of five years of continuous service at the University of Tennessee.

Nomination Process

Essential characteristics of academic outreach are integration of scholarship and engagement between the university community and the community at-large in vital, reciprocal, collaborative relationships. Nomination materials should address how the nominee's scholarship demonstrates these characteristics.

The steps of the nomination process are outlined below:

- Nominator submits a completed nomination packet. A completed nomination packet includes:
 - A completed nomination form (one per nominee; see Appendix B)
 - A letter of nomination, not to exceed two pages. A nominator may only nominate one person. The letter should be submitted by the nominee's Department Head or immediate supervisor. The letter of nomination should highlight the nominee's academic outreach and engagement activities.

- One letter of support from a community partner may be included
- A copy of the faculty nominee's curriculum vitae.
- Additional materials should not be included because they will not be considered.
- A completed nomination packet (including the items described above) must be received via email by February 19, 2016.
- Nomination packets should be submitted to:
- Paulette J. Williams, Awards and Nominations Committee Chair, University's Academic Outreach and Engagement Council Email: pwillia8@utk.edu

Selection Process

The Awards and Nominations Committee of the University's Academic Outreach Council will preside over the nomination and selection process. The selection committee will include five representatives of the University's Academic Outreach Council and the previous year's award winner. The selection committee will review nominations and select the faculty member to be recommended to the Chancellor's office as the award recipient. Nominees may be sponsored by the Office of Academic Outreach and Engagement to present their academic outreach project(s) at the annual National Outreach Scholarship Conference.