Executive Leadership Committee  
Wednesday, September 7, 2016, 3:00-4:30 pm  
HPNP Room 4102  
Summary

Present: Dr. M. Perri, Dr. A. Blue, Ms. A. Burne, Dr. L. Cottler, Dr. J. Foss, Dr. S. Hanson, Dr. A. Mainous, Dr. S. Nittrouer, Dr. C. Price, Dr. P. Qiu, Dr. T. Sabo-Atwood, Dr. G. Smith, Dr. K. Vandenborne, Ms. Stephanie McBride and Ms. M. Keramidas

1. UF Campaign for Charities and Superior Accomplishment Awards –
   a. Ms. McBride informed the group that the UFCC Leadership Campaign runs from September 5-23 and the General Campaign runs from October 3-21. Dr. Perri advised that the majority of fundraising comes from faculty leadership. He asked the chairs to encourage their faculty members to sign-up for payroll deductions. Ms. McBride will email instructions/link for making online pledges. PHHP is holding a field day fund raiser with the colleges of Nursing and Pharmacy on Thursday, October 13, from 11:30am-1:30pm in the HPNP courtyard. This year’s UFCC goal is to surpass the $990,766 donated in 2015.
   b. Ms. McBride informed the group that Monday, September 12, starts the nomination period for UF’s Superior Accomplishment Award. She provided hand-outs on tips for writing nomination letters and who to nominate. The nomination period runs through Monday, October 31. Last year PHHP had 6 winners and 3 went on to win at the university level.

2. Action items follow-up
   a. Faculty evaluation letters – Dr. Perri reported the faculty evaluation process was going well.
   b. Development advisory board meeting (Friday, September 9) – Dr. Perri reviewed the agenda. The priority topic for the department breakout sessions should be to determine how to identify donors and have them make substantial donations. Dr. Perri clarified that students will join department groups to interact with board members. Each department can decide how their students will participate. AP: Dr. Perri asked chairs to submit narrative summaries of what was discussed.
   c. Second picnic survey results – Dr. Perri provided results of the second picnic survey. Survey results indicated the majority wanted to attend the picnic. AP: This year the picnic will be held on Friday, November 11 (Veteran’s Day).
   d. ELC retreat – Dr. Hanson announced the ELC retreat is Friday, December 9, from 8am – 2pm at the Thomas Center. She sent a survey to faculty on
determining the directions and resource investment for faculty development activities. The survey results will determine who will attend the retreat.

3. Travel policy – Dr. Hanson provided a draft of the new PHHP travel policy.

4. Grad school preeminence assistantships – Dr. Perri gave a report on his meeting with Dr. Frierson. In 2017, there is a change in support coming with an increase of stipends for grad students who are provided financial support from the grad school. This new initiative is called the grad school preeminence assistantships and the purpose is to recruit the best grad students.

5. 2016 International Educator of the Year Awards – Dr. Perri encouraged the group to nominate faculty and staff for this award in recognition of outstanding contributions to the internationalization of the University of Florida. More information can be found at http://www.ufic.ufl.edu/iea.html.

6. Student evaluations – Dr. Blue led a discussion on ways to improve response rates on student evaluations. One suggestion was to have students complete evaluations in class. AP: Dr. Blue will follow-up with a policy and reminder. Dr. Hanson said she will work on a process to evaluate classes with multiple instructors.

7. Research update –
   a. Dr. Cottler reminded the group of the PHHP Research Happy Hour this afternoon. She reminded the group of the grants workshop that meets on Thursday, September 15, from 12-1 pm in the DO Conference Room.
   b. Faculty distribution changes – AP: the chairs confirmed that any faculty reductions of their percent effort on grants must be approved at the chair level. Chairs were asked to remind faculty of this in their next faculty meetings.

8. Announcements –
   a. Dr. Blue announced Putting Families First program won a national award.
   b. Dr. Vandenborne announced Dr. Gordon Mitchell was appointed Co-I of a new SPARC grant.