

Institutional Effectiveness Plan

University of Florida

Academic Affairs

Academic Colleges

College of Health & Human Performance

HHP Mission

The College of Health and Human Performance (HHP) seeks to provide recognized programs of excellence in teaching, research and service that focus on assisting individuals, families and communities to promote health and prevent disease while enhancing quality of life across the lifespan. Our strategic purpose is “to collaborate as an academic community to enrich lives, influence healthy living, and enhance human performance.” The University of Florida mission promotes teaching, research and scholarship, and service and strives to “advance by strengthening the human condition and improving the quality of life.” HHP’s mission therefore directly aligns with the University of Florida mission through explicit focus on fundamental basic science questions dealing with the mechanisms that underlie physical and psychosocial health and well-being, as well as applied research on the multiple roles of health education, leisure, and entertainment in maximizing quality of life. These core emphases are reflected in the respective missions and scholarly activities of the students, faculty, and staff in the three HHP departments. The integration of the college and university missions is also reflected in the preamble to the HHP College Constitution: “serving our state, country, globe, and its citizens through teaching, research, creative scholarship, and service for the purpose of helping people protect, maintain, and improve their health, fitness, and quality of life.”

Start: 7/1/2016

End: 6/30/2017

Progress: Ongoing

Unit/College: College of Health & Human Performance

Responsible Roles: Professor (Janelle, Christopher)

2016-17 College Goal 1: Strategic Faculty Hires

Grow the community of scholars in HHP through strategic faculty hires

Start: 7/1/2016

End: 6/30/2017

Progress: Ongoing

Division/College: College of Health & Human Performance

Responsible Roles: Professor (Janelle, Christopher)

Action Items

Action item 1: New hires of tenure accruing research productive faculty

Measures of Action Items

Measure for Action items 1: Number of new faculty hires

Time Period of Action Items

Time Period for Action 1:

August 2016: New hire goals articulated during college-wide welcome back event

January 2017: Midterm assessment of progress toward faculty hire goals

May 2017: Data reporting on fulfillment of faculty hire goals

Resources of Action Items

Resources for all action items (1): HHP Faculty HHP Staff
Central Administration

 2016-17 Goals Template

2016-17 College Goal 2: Increase Educational Capacity

Increase the educational capacity of HHP through extending the reach and excellence of our academic programs

Start: 7/1/2016

End: 6/30/2017

Progress: Ongoing

Division/College: College of Health & Human Performance

Responsible Roles: Professor (Janelle, Christopher)

Action Items

Action item 1: New faculty hires to enhance instructional capacity and teaching excellence

Action item 2: Grow advising capacity of our undergraduate and graduate programs

Action item 3: Improve instructional / classroom infrastructure

Measures of Action Items

Measure for Action item 1: Number of new faculty hires

Measure for Action items 2,3: Annual Performance Review

Measure for Action items 2,3: Ad hoc committee report on educational infrastructure

Time Period of Action Items

Time period for all action items (1,2,3):

August 2016: Goals articulated during college-wide welcome back event

January 2017: Midterm assessment of progress toward goals

May 2017: Data reporting on fulfillment of educational capacity goals

Resources of Action Items

Resources for all action items (1,2,3):

HHP Faculty

Central Administration

 2016-17 Goals Template

2016-17 College Goal 3: Enhance Student Experience

Enhance the student experience

Start: 7/1/2016

End: 6/30/2017

Progress: Ongoing

Division/College: College of Health & Human Performance

Responsible Roles: Professor (Janelle, Christopher)

Action Items

Action item 1: Increase access to HHP programs to diversify student body in its most inclusive sense

Action item 2: Expand opportunities for undergraduate and graduate student engagement, leadership, and professional skills development

Measures of Action Items

Measure for action item 1: 1a. Enrollment and Race Reports

Measure for action item 1: 1b. Academic Analytics

Measure for action item 2: 2a. PhD Annual Performance Report

Measure for action item 2: 2b. Interactions with CRC and other student support services, membership student organizations, attendance at student organization meetings and events

Time Period of Action Items

Time period for all action items (1,2):

August 2016: Student experience goals articulated during college-wide welcome back event

January 2017: Midterm assessment of progress toward enhancing student experience

May 2017: Data reporting on student experience enhancement

Resources of Action Items

Resources for all action items (1,2):

HHP Faculty
Central Administration

 2016-17 Goals Template

2016-17 College Goal 4: Advance College Research Reputation

Advance collaborative basic and applied scientific contributions, broader societal impact, and HHP research reputation

Start: 7/1/2016

End: 6/30/2017

Progress: Ongoing

Division/College: College of Health & Human Performance

Responsible Roles: Professor (Janelle, Christopher)

Action Items

Action item 1: Increase research impact as indexed by scientific metrics and societal benefit

Action item 2: Increase public awareness of college research efforts

Measures of Action Items

Measure for action item 1: 1a. Extramural grant proposals, acquisitions, and expenditures

Measure for action item 1: 1b. Academic Analytics

Measure for action item 1 and 2: 1c. and 2: Publication reports from each department in the College (Science Citation Index and Social Science Citation Index)

Time Period of Action Items

Time period for all action items (1,2):

August 2016: Goals articulated during college-wide welcome back event

January 2017: Midterm assessment of progress toward increasing human resource and communications efforts

May 2017: Data reporting on human resource and communications goals

Resources of Action Items

Resources for all action items (1,2):

HHP Staff
Central Administration

 2016-17 Goals Template

2016-17 College Goal 5: Facilitate and nurture existing ties

Facilitate new and nurture existing ties among alumni, friends, and college stakeholders

Start: 7/1/2016

End: 6/30/2017

Progress: Ongoing

Division/College: College of Health & Human Performance

Responsible Roles: Professor (Janelle, Christopher)

Action Items

Action item 1: Increased synergy among HHP staff, faculty, and students in development efforts

Measures of Action Items

Measure for action item 1: 1a. Annual Performance Plan

Measure for action item 1: 1b. Advance Tracking

Time Period of Action Items

Time period for all action items (1):

August 2016: Development goals articulated during college-wide welcome back event

January 2017: Midterm assessment of progress toward development goals

May 2017: Data reporting on attainment of development goals

Resources of Action Items

Resources for all action items (1):

HHP Faculty

HHP Staff

 2016-17 Goals Template

HHP IE Detail

Start: 7/1/2016

End: 6/30/2017

Progress: Ongoing

Providing Department: College of Health & Human Performance

Responsible Roles: Professor (Janelle, Christopher)

Administrative Support Services

The College of Health and Human Performance has established a College Staff Advisory Council to assist with administrative support services. The Staff Advisory Council serves as a deliberative and advisory body to the Dean on matters of significant interest and importance to the staff of the college. The Council encourages the staff to develop and generate recommendations for improvement of the college and serves to maintain effective communication between the staff and

the college. Description of administrative services and structures for service provision of these services follows.

Finance and administrative services. HHP does not have a designated Administrative Services unit. Within the Dean's administration unit, there is an Office Manager who handles all human resource issues for the college and a Business Manager who handles college level financial transactions. Both managers report to the Dean. Each of the three departments within the college has an Office Manager position, which coordinates human resource and budget/financial issues with the Office Manager and Business Manager in the Dean's Administration. The Office Manager in each department uses the university's annual performance appraisal system to evaluate the job responsibilities and performances of each of their staff positions. Office managers report to the chairs of each department. Should there be problem areas to be addressed with an employee, the annual appraisal is used as a tool to constructively instruct the employee on how to improve performance to better meet the needs of the departments and college.

Administrative facilities. The UF Space Inventory and Allocation System survey is used to audit UF space and to monitor how well space is being used for multiple purposes, including future allocation of instructional and research space and resources. The Space Inventory and Allocation System survey is also used to assist with development of the Facilities & Administrative (FnA) Rate Proposal to the federal government.

The college utilizes an electronic work order system for requests related to building maintenance and Information Technology (IT) needs. HHP has a workshop with two employees for maintenance and building tasks. They maintain the existing space in excellent condition. IT needs are fulfilled by Computing Services, which exists to develop, maintain and ensure the integrity of the college's technological infrastructure. Our two fulltime IT staff are responsible for managing college-wide network services, including the physical network, mail servers, file servers, web servers, custom application design and development, web site maintenance, the HHP Work Order System, network security, computer setup and relocation, end-user support, managing the Florida Gym phone system, and audio/visual setups for meetings and special events.

Development/advancement. Annually, the Development Officer, Dean of the College, and UF Foundation assess the prospect pool and portfolio of each unit. They then set monetary goals, proposal goals, contact goals and additional qualitative goals for the unit (travel days, special initiatives for support such as faculty endowments, student support, etc.). These measurable outcomes are clearly defined in what is termed an "Annual Performance Plan" for each Development Officer and academic unit. Annual Performance Plans are imaged into the UF Foundation document exchange system annually. The Annual Performance Plan is evaluated quarterly by the Development Officer, the Dean, and the UF Foundation to assess progress toward monetary goals, proposals, contacts and commitments. All Development Officer activity is monitored and tracked via a prospect tracking system (Advance) and the activity logged in the prospect tracking system is automatically loaded into the Annual Performance Plan so there are no discrepancies. These quarterly assessments improve development-related activities by highlighting areas needing attention and keeping the development efforts focused on the annual goal and initiatives within the performance plan for that year.

Academic and Student Support Services

Undergraduate Support

Academic advising for undergraduate students in HHP is provided by professional advisors. **Advisors are integral to the College's goal of offering the highest quality educational experience to students.** They are professional staff who work with faculty and staff in

facilitating a student's academic and career exploration. Advisors provide leadership, guidance, and information to students, departments, and faculty. They also work closely with faculty in the development, revision, and implementation of curricula, and department and college policies.

Each of the three departments house an undergraduate academic advisor to provide advising services to students in HHP. An additional advisor serves the needs of HHP undergraduate students enrolled in University of Florida Online (UFO). An on-line appointment scheduling system provides a quick and easy way to see our advisors. Academic advisors are evaluated yearly based primarily on their performance and student feedback from exit/graduation surveys. Regardless of the mechanisms of evaluation, if an area of improvement is identified, the advisor will work with the department and collaborate with other college advisors to re-train through a specific plan for improvement. HHP uses the information provided through the Student Experiences in the Research University (SERU) surveys to respond to the needs of our students. Results from the previous surveys clearly indicate our advisors are extremely competent and valued by our students.

Department advisors work closely with the HHP Director of Undergraduate Student Services, who facilitates communication with departmental staff and handles issues concerning admission, grade appeals, transfer, readmission, course substitutions, and other petitions that are not reconciled at the department level. In such cases, the Director of Undergraduate Student Services makes recommendations to the Associate Dean for Academic and Student Affairs, who makes decisions concerning such matters on behalf of the College. On rare occasions, the appeal process may continue to the Dean, who has ultimate decision making authority for the College.

Graduate Support

Graduate student services are provided and monitored at the departmental (concentration) level, and largely by the faculty mentors who serve as supervisory committee chairs. In support of the faculty and students in the departmental units, each department has a graduate coordinator who is responsible for oversight of the graduate program as a whole, and acts in various capacities to recruit, retain, graduate, and place students in desired career positions. The graduate coordinator also acts as a liaison between the department chair and the faculty, and serves as the chair of the Graduate Faculty and the Graduate Curriculum Committees for each department. Moreover, the graduate coordinators address graduate issues during standing monthly meetings with the Associate Dean for Academic and Student Affairs. The graduate coordinators also serve on the HHP Assessment Committee. Along with the Associate Dean for Academic and Student Affairs, the graduate coordinators work with faculty in the respective departments to accomplish annual evaluations of the PhD students. Results of these evaluations are then used to determine future funding priorities. Graduate coordinators are typically aided by program assistants and departmental office staff to accomplish their varied goals on behalf of the students and faculty in HHP.

Additional Student Support Services

Support is provided for **academic and student services in other curricular and co-curricular contexts**. HHP mandates all undergraduate majors (and many graduate majors) complete a **capstone internship experience**. Sites are approved through a site approval process, and all interns must complete their internships at approved sites. Interns are evaluated by their supervisors at three points during their internship experience and are required to report to the internship coordinator in each department. In addition to internships, the college also encourages students to be involved with varied opportunities for **research experience**, informally or formally structured (i.e., through the University Scholars program).

Internationalization is also a primary emphasis of the college, which offers and encourages numerous study abroad opportunities in collaboration with the international center (UFIC). In addition to opportunities for enhancing the overall academic experience, HHP strives to **recognize the achievements of our students**. A fall scholarship convocation is held annually. Donors and beneficiaries are brought together and honored for their respective contributions to the college, and achievements in academic and service settings.

Academic expectations for our students are listed in our college policies which are located on the college website and in the UF Undergraduate and Graduate Catalogs. College policies are reviewed on a yearly basis and revisions are made if needed based on changes to UF policies and/or student/advisor feedback.

Research

Research is integral to fulfillment of HHP's mission and in turn, the university's "commitment to lead and serve the state of Florida, the nation and the world by pursuing and disseminating new knowledge while building upon the experiences of the past." The research focus in the College of Health and Human Performance centers on developing a community of scholars whose research assists individuals, families, and communities to promote health and prevent disease while enhancing quality of life across the lifespan. Our three research goals include: (a) improving human health by advancing knowledge through research, (b) applying new information and communication technologies to health promotion and disease prevention, and (c) examining tourism and hospitality issues. **HHP's research aims are therefore directly aligned with the university's aspirations to "advance by strengthening the human condition and improving the quality of life."** Our research mission is intentionally integrated with teaching and service in the HHP mission statement.

Given the centrality of our research mission, **HHP seeks to provide conditions toward increased faculty research and productivity.** Faculty members in our college fully embrace the opportunities offered for conducting research and discovering new knowledge. Our researchers value scientific rigor, the competitive process associated with acquisition of extramural funding for their research, opportunities to share their findings with the scientific community through professional conferences and community outreach, and publication of their scientific endeavors in high-impact journals.

Our research mission is integral to our academic goals of sharing our expertise and science with graduate and undergraduate students, as well as post-doctoral research fellows and research scientists. Integration of the HHP research enterprise with our junior scientists and students serves to expand our community of scholars. Curricular efforts to include students in the research mission occur in the classroom through discussion of research in graduate and undergraduate courses and independent studies. Integration of our research mission is also prominent in the many laboratories and centers in the college, which support undergraduate and graduate research activities. Such opportunities are complemented by co-curricular events such as research seminars, symposia, and lunch-and-learn sessions with visiting scholars who come to UF to share their research findings and interact with students and faculty across the college.

The HHP community of scholars searches for ways to improve human health, prevent and treat diseases and disorders, and enrich lives of individuals and their communities, both locally and globally. **Integration of the unique and common research foci of our faculty occurs through many venues but is formalized in the HHP Research Committee**, which assists in monitoring, promoting, enhancing, and assessing research productivity. Policy and procedure development regarding the college's research agenda is the responsibility of the **Research Committee**. The **Research Committee** provides advice and opinions pertaining to research enterprises of the college and promotes communication among principal investigators on research topics of interest.

Expected research outcomes are defined and operationalized by research and scholarly publications in refereed journals, grant and contract proposal submissions by HHP faculty, grant and contract awards received by HHP faculty, and expenditures for grants and contracts in HHP. All refereed publications are rated on two scales: Science Citation Index and Social Science Citation Index. Each year the list of refereed publications in our College is featured in booklet for a Spring Awards Ceremony for faculty, staff, and alumni.

Articulation of research outcomes is provided by the College Dean and Associate Dean for Research, who formally give recognition of research outcomes via four mechanisms: (a) College's Annual Research Report, (b) Dean's Annual College Fall Kick-off presentation, (c) Fall Scholarship Convocation and Award event, and (d) Spring Awards Ceremony. The Associate Dean for Research represents faculty interests, issues, and sponsored research funding at the highest governing body in the College as well as the Division of Sponsored Research at UF.

Periodic reviews are used for improvement of effectiveness. An Annual Performance Review (APR) is completed yearly by every HHP faculty member. The evaluation instrument is structured to award points for quality of publications as indicated by one of two sources (a) ISI Web of Knowledge (Journal Citation Reports) or (b) Harzing's Publish or Perish software. Grant proposals, awards, and expenditures including doctoral student support and tuition waivers are tabulated quarterly and yearly reports are prepared and given to the Dean, department Chairs, and faculty. A constant emphasis on high impact scholarship during the past several years has elevated the quality of research in each department in our college. In turn, conducting rigorous research projects and raising our productivity has a strong positive correlation with grants and contracts awarded, while also enhancing the national and worldwide recognition of the University of Florida's status as a research intensive institution and respected member of the Association of American Universities (AAU).

Community and Public Service

The College of Health and Human Performance seeks to improve quality of life through support and promotion of community involvement, community service, and public service. Community and public service are a large part of each division within the college, either through community-based research efforts, organized philanthropic and charitable giving efforts, canned food drives, dance marathon), student organizations that encourage community involvement, and curricular activities specifically devoted to community learning and improvement.

SACS defines outreach and public service programs as non-credit activities which usually include: (1) centers and institutes that focus on community needs and (2) units or formal programs that deliver outreach services or programs. One formal community / public service

organized activity in HHP fits these criteria. Namely, **the High School Outreach Program component of the Graduate Athletic Training program in the Department of Applied Physiology and Kinesiology includes the maintenance of graduate assistantship service grants to provide athletic training (AT) services to local high schools and Recreational Sports that could otherwise not afford on-site medical care for their athletes.** The students in this program serve as the head athletic trainers for the local high schools, where they cover athletic events and practice, manage injuries, and supervise undergraduate students pursuing certification. Recreation Sports program athletic trainers are responsible for managing all aspects of the program including sport club events and tournaments, intramural sports, inventory and protocol, and long term planning. Annual contracts are established with each institution or school board which detail the nature and hours of services provided. Athletic trainers maintain logs of their service hours. These are approved by the athletic directors and the program director bi-weekly.

Students participating in this program are better able to (1) serve the healthcare needs of physically active individuals, (2) successfully navigate a global society, (3) be culturally competent and (4) positively engage with patients from a diverse background. Faculty and students within the athletic training education program promote injury/illness prevention through community awareness activities and enhance the quality of health care for the student-athletes at the local secondary schools and college/university settings. The academic, scholarship and service activities conducted through AT promotes the mission of both the College of Health and Human Performance and the University of Florida.

Effectiveness Oversight

Name

Michael Reid, Ph.D.

Dean

Christopher Janelle, Ph.D.

Associate Dean for Academic and Student Affairs

Suzanne Sneed-Murphy, Ph.D.

Director of Assessment

E-mail

michael.reid@ufl.edu

cjanelle@hhp.ufl.edu

murphysm@hhp.ufl.edu

Institutional Effectiveness Report Complete: