Before the 1970s, the topic of women’s history was largely missing from general public consciousness. To address this situation, the Education Task Force of the Sonoma County (California) Commission on the Status of Women initiated a “Women’s History Week” celebration in 1978 and chose the week of March 8 to coincide with International Women’s Day. In 1987, the National Women’s History Project petitioned Congress to expand the celebration to the entire month of March. Since then, the National Women’s History Month Resolution has been approved every year with bipartisan support in both the House and Senate.

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**OED EVENTS**

**Monday, March 5, 2012**

PBS Documentary
Women, War & Peace Video 1: I Came to Testify
10:00 a.m. – 11:00 a.m.
Student Alumni Center Dining Hall

**Tuesday, March 13, 2012**

Self-Defense Class
Instructor: Frank Harrison (Campus Recreation)
Time: 11:45am - 12:45pm
Location: SAC Studio #2
(please wear gym shoes and comfortable clothing)

**Thursday, March 15, 2012**

PBS Documentary
Women, War & Peace Video 2: Peace Unveiled
10:00 a.m. – 11:00 a.m.
Student Alumni Center Auditorium

**Tuesday, March 20, 2012**

Stress, Health and Happiness at Work
Instructor: Tiffany Trice (Equity & Diversity)
Time: 10:00 a.m.- 12:00p.m.
Location: Madison Plaza Conference Room (C-1)
(please wear gym shoes and comfortable clothing)

**Thursday, March 22, 2012**

Self-Defense Class
Instructor: Mitchell Watsky, Ph.D. (Physiology)
Time: 12:00-1:00p.m
Location: SAC Studio #2
(please wear gym shoes and comfortable clothing)

**Friday, March 30, 2012**

PBS Documentary
Women, War & Peace Video 4: War Redefined
12:00 – 1:00 p.m.
Student Alumni Center Dining Hall
### VICE CHANCELLORS
- Dr. Cheryl Scheid  
  Vice Chancellor Academic,  
  Faculty & Student Affairs (CAO)
- Ms. Pamala Vaughn  
  Associate Vice Chancellor for Finance
- Dr. Debbie Smith  
  Associate Vice Chancellor for Research Administration
- Dr. Cindy Russell  
  Assistant Vice Chancellor for Faculty Administration and Education Technology for Faculty Affairs
- Ms. Bethany Goolsby  
  Interim Vice Chancellor Development & Alumni Affairs
- Dr. Polly Hofmann  
  Senior Associate Vice Chancellor for Research
- Dr. Alicia Dorsey  
  Assistant Vice Chancellor for Academic Affairs
- Dr. Sonya Smith  
  Assistant Vice Chancellor for Student Affairs

### DEANS
- Dr. Noma Anderson  
  Dean  
  College of Allied Health Sciences
- Dr. Cheryl Scheid  
  Dean  
  College of Graduate Health Sciences
- Dr. Susan Jacob  
  Interim Dean  
  College of Nursing
- Dr. Stephanie Phelps  
  Associate Dean for Academic Affairs  
  College of Pharmacy
- Dr. Marle Chiholm-Burns  
  Dean  
  College of Pharmacy
- Dr. Debbie Byrd  
  Associate Dean for Professional Affairs  
  College of Pharmacy-Knoxville
- Dr. Cheryl Stiegbauer  
  Associate Dean for Academic Programs  
  College of Nursing
- Dr. Owen Phillips  
  Associate Dean for Student Affairs  
  College of Medicine
- Dr. Polly Hofmann  
  Associate Dean for Office of Faculty Affairs  
  College of Medicine
- Dr. Mona Wicks  
  Associate Dean for Research  
  College of Nursing

### CHAIRS
- Ms. Chandra Aiston  
  Assistant Dean for Administration  
  College of Allied Health Sciences
- Ms. Victoria Baas  
  Assistant Dean for Administration  
  College of Nursing
- Dr. Barbara Dubrey-Benstein  
  Assistant Dean for Faculty Affairs  
  College of Allied Health Sciences
- Ms. Rebecca Brown  
  Assistant Dean for Administration  
  College of Graduate Health Sciences
- Dr. Susan Brewer  
  Assistant Dean for Clinical Curriculum  
  College of Medicine
- Dr. Leslie McKeon  
  Assistant Dean for Student Affairs  
  College of Nursing
- Dr. Diane Pace  
  Assistant Dean of Faculty Practice  
  College of Nursing
- Ms. Amy Paganelli  
  Assistant Dean of Finance and Administration  
  Graduate School of Medicine-Knoxville
- Dr. Audrey Zucker-Levin  
  Assistant Dean for Research  
  College of Allied Health Sciences
- Dr. Laura A. Talbot  
  Dean  
  College of Nursing

### CHAIRS
- Dr. Cassandra Holder-Bellard  
  Chair  
  Dental Hygiene Department  
  College of Allied Health Sciences
- Dr. Ann Cashion  
  Chair  
  Nursing-Acute/Chronic Department  
  College of Nursing
- Dr. Ashley Harkrider  
  Chair  
  Audiology and Speech Pathology Department  
  College of Allied Health Sciences
- Dr. Janet Harrison  
  Chair  
  Department of Restorative Dentistry  
  College of Dentistry
- Dr. Margaret Hartig  
  Chair  
  Nursing-Primary/Public Health Department  
  College of Nursing
- Dr. Carol Libans  
  Chair  
  Physical Therapy Department  
  College of Allied Health Sciences
- Dr. Mukta Panda  
  Chair  
  Internal Medicine Department  
  College of Medicine-Chattanooga
- Dr. Rebecca Reynolds  
  Chair  
  Health Informatics and Informatics and Information Management  
  College of Allied Health Sciences

### NOTE FROM THE DIRECTOR
Over the years the number of women in the work force has increased, and this is acknowledged as we celebrate National Women’s History Month at UT Health Science Center. As you can see we have several women, administrators and faculty, in leadership roles throughout UTHSC. Women have been consistently hired in health care, education and government (i.e., state; local) environments. Issues like equal pay, sexual harassment, and child care have also grown in importance. The presence of women in the work force also reflects their growing importance as wage earners.

Women’s entry into higher education has been tied to economic and social factors in the United States. Meaning, the decision to educate women to some extent came with reluctance that encouraged women to transition from traditional societal roles. Specifically, working women in administrative and faculty roles is demonstrated through the following higher education focused websites enabling valuable insight:

- [www.wihe.com/](http://www.wihe.com/)
- [www.aaup.org/AAUP/issues/women/westOrganizingWomen.htm](http://www.aaup.org/AAUP/issues/women/westOrganizingWomen.htm)
- [www.acenet.edu/AM/Template.cfm?Section=OWHE](http://www.acenet.edu/AM/Template.cfm?Section=OWHE)

In closing, be sure to check out the OED website to see what has been planned for National Women’s History Month in March.
ADMINISTRATIVE PROFESSIONALS DAY

Administrative Professionals Day is April 25, 2012, and this is its 60th anniversary. Administrative Professionals Week is always the last full week of April, with Wednesday of that week being designated Administrative Professionals Day. Administrative Professionals Day and Administrative Professionals Week (April 22nd-28th) are typically observed by businesses and organizations in the United States and other countries throughout the world. In case you are wondering, Administrative Professionals Day is not a public holiday in the United States.

According to the International Association of Administrative Professionals (IAAP), as reported by the U.S. Department of Labor statistics, there are more than 4.1 million secretaries and administrative assistants working in the United States and 8.9 million people working in various administrative support roles today. Moreover, employees in the job family of administrative support at the University of Tennessee Health Science Center (UTHSC) offer a rich representation of diversity within the four layers of diversity. The four layers of diversity put forth by Gardenswartz and Rowe (1994) encompass characteristics like age, sex, race, ethnicity, educational level, work experience, physical ability, function level/classification, work content/field and seniority just to name a few. More specifically, the four layers of diversity are organizational dimensions, external dimensions, internal dimensions, and personality.

UTHSC team members holding variously titled administrative professional positions demonstrate know-how and problem-solving. Their efforts are evident in support of a division, department, unit, or group as most of these administrative professionals report directly to a manager, director, dean or vice chancellor. Some descriptors that come to mind are gatekeeper, information source, and a first encounter for visitors, students, staff and faculty.

On April 25, 2012 (UT Celebrates Admins), let’s all take time to acknowledge and appreciate the diverse contributions of each administrative professional at UTHSC as they assist with enabling winning situations through shared ideas, requisite skills, positive interactions and

Interacting With People & Their Disabilities

Quick Reference Tips:

- Remember that a person with a disability does not necessarily need help. If you see a situation where you think you might be of assistance, ask. Do not, however, insist that the person accept your offer.
- If an individual requests your assistance or accepts you offer of assistance, ask him/her how you can best be of help. Then, assist the person with a minimum amount of attention.
- When speaking to a person with a disability, speak directly to that person and not to a companion who may be present (not to the interpreter, if the person is deaf).

- Some people with disabilities have difficulty expressing their ideas. Wait for the person to finish his/her thought. Do not interrupt or finish thoughts for others. Never pretend to understand someone when you do not. Instead, ask the person to repeat what they said and check your understanding by telling the person what you heard.
- Relax. Don’t be embarrassed if you use an expression that seems to be related to a person’s disability such as “See you later,” or “I have to run along now.” These expressions are common and are used by people with disabilities as well.

EAP UPDATE!

Create a Will Online

The Employee Assistance Program (EAP) has an online template at megellanhealth.org, which allows members to create Living Wills or Last Will and Testaments. They also offer other do-it-yourself, estate planning forms that help save you a lot of time and money in attorney fees. Once you have completed the online template and printed the forms provided, it is recommended that you call, 1-800-308-4934 and request the assistance of a financial counselor. These templates are merely a guide and should be reviewed by an attorney, before carrying out any legal actions.

Magellan Health offers the state of Tennessee employees one free Financial Consultation, through the Employee Assistance Program (EAP). For more information about programs offered through the Employee Assistance Program (EAP), please, visit the Partners for Health Website at www.here4tn.com or call 1-855-437-3486.
2012 Religious Holidays
http://faithinmemphis.com

March
Purim ~ March 7 to 9 (Jewish)
Magha Puja Day ~ March 8 (Buddhist)
Holi ~ March 8 (Hindu)
Naw Ruz ~ March 20 to 21 (Baha’i)
Ramayana Begins ~ March 23 (Hindu)

April
Ramanavami ~ April 1 (Hindu)
Palm Sunday ~ April 1 (Christian)
Pesach (Passover) - April 7 to 8 (Jewish)
Hanuman Jayanti ~ April 6 (Hindu)
Theravadin Buddhist ~ April 6 (New Year) (Theravadin Buddhist)
Good Friday -April 6 (Christian)
Pesach-Passover ~ April 6 to 8 (First 2 Days) (Jewish)
Easter ~ April 8 (Christian)
Pesach-Passover ~ April 13 to 14 (Last 2 Days) (Jewish)
Easter ~ April 15 (Orthodox Christian)
1st Day of Ravidan ~ April 20 to 21 (Hindu)

Equity & Diversity March & April Classes
Sign up on the HR 128 Training Calendar.
Location of all classes: 930 Madison Plaza Conference Room C-1

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<tr>
<td>Rights &amp; Risks:</td>
<td>Successful Search: Upper-Level Search</td>
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<tr>
<td>Religious Accomodations</td>
<td>Process 2 ~ 4:00 p.m.</td>
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<td>March 9</td>
<td>April 13</td>
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<tr>
<td>Progressive Discipline</td>
<td>Basics of Sexual Harassment (All</td>
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<tr>
<td>in Workplace</td>
<td>Employees) 10 ~ 11:30 a.m.</td>
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<td>(Managers and</td>
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<td>Supervisors)</td>
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<td>March 15</td>
<td>April 17</td>
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<tr>
<td>Money Basics:</td>
<td>Title VII Compliance and Sexual</td>
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<tr>
<td>Spending, Borrowing</td>
<td>Harassment 10 ~ 12:00 p.m.</td>
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<td>&amp; Saving</td>
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<td>March 20</td>
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<tr>
<td>Stress, Health and</td>
<td>Managing Job Stress: A Guide for Leaders</td>
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<tr>
<td>Happiness</td>
<td>(Managers and Supervisors) 11 ~ 12:00 p.m.</td>
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<td>March 29</td>
<td>April 20</td>
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<td>Good Telephone</td>
<td>Diversity and Inclusion: Managing</td>
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<td>Etiquette: Is It In</td>
<td>Everyday People? 2 ~ 3:30 p.m.</td>
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<td>You?</td>
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<tr>
<td>March 30</td>
<td>April 26</td>
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<tr>
<td>Challenges and Puzzles</td>
<td>Good Telephone Etiquette: Is It In You?</td>
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<td>in Supervision</td>
<td>10 ~ 11:30 a.m.</td>
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<td>(Managers and</td>
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<td>Supervisors)</td>
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<td>April 27</td>
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<tr>
<td></td>
<td>Manager's Guide to Sexual Harassment</td>
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<td>(Managers and Supervisors) 2 ~ 3:30 p.m.</td>
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