Welcome to Follow-up Friday - This newsletter style publication highlights Learning and Organizational Development (L&OD) efforts over the past week to wrap up and remind of the concepts and discussions that took place.

**PROFESSIONAL DEVELOPMENT-PUBLIC INFORMATION**

**What is our responsibility and what is a record?** The University of Tennessee follows the Tennessee Public Records Act, which in part says "...records shall at all times during business hours be open for personal inspection, by any citizen of Tennessee...shall be made promptly available within 7 business days..." Also records are..."All documents, papers, letters, files, electronic data...regardless of physical form or characteristics...in connection with the transaction of official (University) business..."

**What student information does the university share and are there exceptions?** Military recruiters, contractually obligated vendors, i.e., graduation photo is the kind of information shared. There are exceptions, social security numbers, student information (FERPA), HIPAA information, confidential employee records and job performance evaluations.

**Are there any best practices to help guide our work?** Yes, be careful what you write in email, use good email hygiene. Try not to mix business and personal content in the same email. Unless advised otherwise, there is no need to keep emails or text messages.

**Who do you call if you have questions?** Communications and Marketing and Charles are available to advise and assist when support is needed.

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Every day is a chance for children to learn and experience the process of thinking. Often we do not expect that children should be involved in the thinking process which will result in learning. Adults may take over situations and solve problems for them. When this happens children can become passive. Do you know or have you seen children who hand-off all the thinking or hand-off their problems to adults in their lives? These hand-offs may be the result of reactions children have seen from adults as the child navigates thinking. Have you ever said to a child..."Here's what you need to do, that will never work or that's a terrible idea". Children can be engaged and they learn best when they are engaged in the thinking process. As you engage children in thinking through situations or problem solving, consider these sincere responses to their ideas..."are you sure that's the best idea, how do you think that's going to work, what do you think you are going to do". When these responses are offered in a curious mindset, without a tone of judgement, children will be more likely to engage with you in the thinking process. Children have a great capacity to learn and experience thinking for themselves, while engaging in curious conversation with an adult. If their safety is not at risk, engage with children in the thinking process. Experience in this process will bring a greater sense of confidence and self-reliability.

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**Specific, Measurable, Achievable, Relevant, Time-bound:** These are the 5 elements effective goal-setting. If your goal misses the mark on one of these elements you may not succeed. Check our video on the UTK-HR/Telecommuting Resources/Friday Lunch and Learn.

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