

CHBS Leadership Team Meeting
Wednesday, January 25th, 2017, 2:00,
Dean's Conference Room, CHBS 3030

Attendees: Kate Hawkins, Paul Witkowsky, Matt Smith, Jeff Aspelmeier, Steve Owen, Paige Tan, Kim Gainer, Beth Lyman, Sharon Roger Hepburn, Rosemary Guruswamy, Deborah Kitts, Tonya Corbin, Carter Turner and Kerie Benson. Stacey Griffin served as recorder for the group.

Call to order at 2pm

Minutes from December 12th 2016 approved as written.

Reports

- Dean Kate Hawkins
 - CHBS is 100% compliant with our assessment reports.
 - Economic report from Joe Carpenters
 - Trip by SNHU admin with President to talk about their business model. If any questions forward to Kate.
 - Advancement is looking for students in CHBS who have received scholarships and have a testimonial that have compelling stories how it helped. Email the names to Kate ASAP.
 - Classroom usage problem with peak times MWF 9-2 and TR 9:15-3:30. Determined the issue is the limited space.
 - Motion to repurpose 3002 to change from a meeting room to a classroom.
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- Interim Associate Dean Kim Gainer
 - CORE 201 and 202 level curriculum issues and concerns are being reviewed with an initial presentation to AALT next week.
 - List for Deans Scholar eligible students will be out this week.
- Administrative Assistant Stacey Griffin
 - Budget spending plans are due to the Deans Office on Monday, March 13th 2017. Academic Budgets current timeline indicates they will be sweeping and repurposing any additional funds April 3rd 2017.
- Assistant to the Dean Kerie Benson
 - Additional furniture orders are being worked on in conjunction with Procurement.
 - Working on trying to get the movers back to help with repurposing the furniture currently in the building.
 - Directional signage to be sent to Kerie.

Old Business

- Action Item: Work-study best practices
 - Motion to approve as written.
- Diversity training: Friday, January 27th (Jeff)

- Sent an email out with the issues.
- Starfish flag management
 - Data review creating discussions about whose responsibility is it to respond to the flags.
 - Suggestion on a one pager for faculty as to when to use the flags and which flags to use.

New Business

- Talking points for meetings with President Hemphill
 - Commencement, Starfish, Budget, Research funding.
- Intersession pay for internships vs internship/directed studies (Jeff)
 - Revision suggest to the intersession policy, to be reviewed and
- Commencement committee meeting took place last week beginning the discussion about Spring Commencement.
- Looking for a Graduate Student to assist Dr. Ament.

Good of the order

Adjourned at 4:25pm