

CHBS Leadership Team Meeting
Wednesday, March 29th, 2017
Dean's Conference Room, CHBS 3030

Attendees: Kate Hawkins, Kim Gainer, Paul Witkowsky, Matt Smith, Jeff Aspelmeier, Beth Lyman, Sharon Roger Hepburn, Rosemary Guruswamy, Deborah Kitts, Tanya Corbin, Paige Tan and Guy Axtell. Stacey Griffin served as recorder for the group.

Absent: Steve Owen

Call to order at 2:01pm

Approve previous meeting minutes: 3/1/17 and 3/15/17 Approved as revised.

- Reports
 - Dean Kate Hawkins
 - Reminder FTT Reappointments are due.
 - Meetings with the new first year T&R faculty are being scheduled.
 - Card swipes:
 - Are being disabled on 1006 and the PC Lab on the 1st floor.
 - Possibly removing from the entry/exit on the 1st floor near the Vivarium.
 - Considering having the people in those areas working out “open hours” to have the card swipes disabled during set times.
 - Interim Associate Dean Kim Gainer
 - Research Awards are due April 10th.
 - College Scholarships have been determined.
 - CORE 201/202
 - Anticipated that the SCHEV will want fast action regarding general education, with implementation possible for Fall 2018.
 - Discussion regarding the possible implications to CHBS Departments/School should changes be made to CORE.
 - Would recommend that the replacement classes be retroactive.
 - Memo regarding the replacement courses will be developed and distributed appropriately to the Chairs for forwarding to Faculty Advisors.
 - Administrative Assistant Stacey Griffin
 - Research fund reallocation:
 - HIST - Matt Oyos book Indexing.
 - Advising - iPads for Advising.
 - PSYC - Jay Caughron research items.
 - Need to review Start Ups to see what could be an appropriate expense from this line.

- CHBS Advising Center Director Deborah Kitts
 - Commencement update:
 - Number of tickets has been confirmed at 6 per student.
 - Dedmon at 3:30pm if it's the inclement weather schedule.
 - Seating is being revised on the quad.
 - Four student Commencement meetings will take place the week of exams.
 - Registration starts Monday for those students with 102+ hours.
- Old Business
 - Situational awareness policy
 - Original draft revised by Dr. Aspelmeier and reviewed.
 - Motion to approve, second.
 - Unanimously passed
 - Expanded hours for CHBS building
 - Dean Hawkins spoke with Jorge Coartney regarding extended building open hours during exam week, starting the Friday before exam week starts. Estimated expenses for overtime for the housekeepers \$600-\$900 could be an expense incurred by CHBS.
 - Unanimously passed
 - Existing course to online course development
 - Reviewed and additional input provided to Dr. Sharon Roger Hepburn. Will be adjusted and redistributed for the next.
- New Business
 - Dean's Scholar Reception presentations
 - No more than 5 minutes.
 - Refrain from talking about specific grades for a specific assignments or project.
 - President Hemphill will be in attendance.
 - RG-32s and the Registrar's office
 - Dean Hawkins will be talking to Matthew Brunner and Norma Riggins regarding not accepting unsigned RG32s.
- Good of the order
 - International Education Center processes
 - Concerns about policies that students must travel to and from on the same airline. No exceptions.
 - Dean Hawkins recommended working through the IEC Advisory Board.

Adjourned at 4:14pm