

CHBS Leadership Team Meeting  
Wednesday, September 14th, 2016, 2:00, Dean's Conference Room

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

Call to order: 2:00pm

Guest: Dr. Angela Joyner, Director, Career Center

- Building networks – connect with faculty, mentors and alumni in the field.
- Meet Up app.
- A success team – advisor and career consultant for each student.
- Handshake program.
- Available for Department/School meetings to share information with the faculty.

Correction to Paul Witkowsky's name in the list of attendees. Minutes from 8/31/16 approved as corrected.

#### Reports

- Dean Kate Hawkins
- Interim Associate Dean Kim Gainer
  - Career Prep in two and a half weeks – numbers down from last year.
  - Three Ambassadors tours for Friday. Areas of interest will include Court Room, Video Editing Room, Watch Center, EOC, Social Media Watch Center and CAPS.
  - Reminder – 5 departments have submitted nominations for the Junior Ambassadors.
- Administrative Assistant Stacey Griffin
  - No Update
- Assistant to the Dean Kerie Benson
  - Fire Marshall has confirmed we cannot have seating in the main connecting hallways.
  - Ribbon Cutting Ceremony is Friday, September 16<sup>th</sup> starting at 3pm.

#### New Business

- Scheduling and other accommodations for faculty with documented medical conditions have to be in compliance with HR's ADA accommodation procedure and policy. Theresa Slaughter is the appropriate HR contact.
- Work Study best practices to be established for the College.
- Funds for One-time spending needs are being determined, submission requests would be needed by mid-October. Email to Dr. Gainer by the end of September.
- New initiative requests for FY18 – request by end of October – also email to Dr. Gainer.
- Quality Matters online instructor certification is being explored.

- Documentation is needed to determine that the Department Curriculum Committees have reviewed the online courses and that review has determined that the online and face-to-face classes are equivalent.
- The number of student credit hours associated with a Study Abroad shall be approved by the Chair after review and recommendation by the Curriculum Committee.
- Subcommittee of Chairs or Graduate Coordinators from Graduate Programs to determine the criteria for Graduate Faculty application/review.

Adjourned at 3:11pm