

CHBS Leadership Team Meeting
Wednesday, September 28th, 2016, 2:00,
Dean's Conference Room

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

Absent: Paul Witkowsky and Deborah Kitts.

Call to order at 2:02pm

Minutes from 9/14/16 approved as amended.

Reports

- Dean Kate Hawkins
 - Furniture orders to be sent to Kerie. Surplus furniture is not going to currently be placed in the building.
 - Reserving space in the building for department meeting for the Spring Semester to go through Kerie.
- Interim Associate Dean Kim Gainer
 - Career Preparation was a success with over four hundred student attendees.
 - Ambassadors provided successful tours for the Ribbon Cutting.
 - Seven Junior Ambassadors have been interviewed for this upcoming year.
 - Representative needed from ENGL, PSYC and PHRE for the strategic planning process.
 - Academic Program Review training information available through Dr. Gainer. PHRE and PSYC are being reviewed this year.
 - Review and clarification to take place of current Internal Governance policies/procedures.
 - Selection for the Provost search committee, anticipated to include: one faculty from each of the Colleges, Faculty Senate President, Deans and others as deemed appropriate. Faculty Senate is meeting with President Hemphill in the afternoon on Tuesday 10/4/16 to discuss the selection process.
- Administrative Assistant Stacey Griffin
 - No Report.
- Assistant to the Dean Kerie Benson
 - Digital signage
 - No skateboard and no scooter sign will be placed within the building.
 - No smoking signs are going to be placed on the two patio areas.
 - History will have a tent at the Alumni Village.

Old Business

- Class scheduling and other accommodations for faculty with documented medical conditions
- Work study student consistency and policies and procedures to be established.
- Diversity training will be required for the Chairs/Director and Administrative Assistants.
- Reminder: One-time spending needs, need by mid-October to Dr. Gainer.
- Reminder: Develop priorities for new initiatives, need by middle of November, email to Dr. Gainer.
- Equivalency of amount of faculty engagement with students and student investment of effort to earn the same credit hour between 14 week face to face vs online, hybrid and intersession offerings. Review to take place by the Departments/School Curriculum Committee.

New Business

- Guidelines for reserving classrooms and other spaces in the new building. Dr. Owen, Dr. Aspelmeier and Dr. Roger Hepburn will initiate this process.
- Epic Holiday Bash, Part Deux: Thursday, December 15th 5pm-7pm.

Adjourned at 4:25pm