

CHBS Leadership Team Meeting
Wednesday, March 16th, 2016

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

Call to order at 2:00pm

Guest:

Dr. Irvin Clark, Associate Vice President for Student Affairs and Dean of Students

- Dean of Students Office motto: Awareness, Advocacy and Accountability
- Dean of Students Office has been separated from the Student Conduct Office in order to encourage students to bring ideas or concerns to the Dean of Students office.
- Outlined the three campus safety teams: Risk Advisory Committee, Threat Assessment Team and the Behavioral Consultation Team.

Previous meeting minutes: spelling correction of Brea MacBrien's name, 2/23/16 minutes approved as amended.

Reports

A. Dean Kate Hawkins

- a. Dr. Burke and Dr. Owen have been asked to recommend a reporting structure within the college to notify the dean's office of incidents that happen within the College that do not fall within Title IX, but the dean's office still needs to be made aware of them (e.g., accidents in the building, etc.).
- b. 40 applications have been received for the Career Services Director position. Campus interviews for the position will be scheduled as soon as finalists are identified.
- c. Finalists for the Asst. Provost for Operations have been identified and will be invited for campus interviews soon.
- d. The recruiting cycle for new freshmen is a bit behind where we were last year at this time. However the next two weeks should see an increase in the number of potential students and their parents touring campus.
- e. Student retention is another concern. Dr. Steve Lerch will be coming to our April 20th leadership team meeting to speak more about this.

B. Associate Dean Tod Burke

- a. Putting the finishing touches on the Dean's Scholar awards program. Please send to Dr. Burke the name of the person who will introduce the Dean's Scholar at the awards ceremony.

- b. Faculty Senate elections will be soon. There are a number of expired positions for this year. Decision was made to go to electronic voting to increase participation in college-wide elections.
- C. Administrative Assistant Stacey Griffin
 - a. No report.
- D. Assistant to the Dean Kerie Benson
 - a. Key lists are almost completed.
 - b. Requests for wage workers to help faculty pack their offices are being considered based on accommodations recommended by HR.
 - c. Need to know if faculty members want a white board, a corkboard, or a bulletin board in their individual office space in the new building.
 - d. We will seek clarification if displays within reception areas are considered as being within “public space”.

Old Business

- A. Chris Anson: Will visit CHBS April 14-15; goal is to work with individual programs to identify courses in the majors designed to transition students from their basic writing courses to their writing courses in their major areas.
 - a. Sociology Department to meet on the 15th
 - b. History Department also needs to schedule a time.
 - c. Psychology Department would also like to meet.

New Business

- A. CHBS Intersession Schedule Policy
 - a. Review and discussion of the proposed policy. Will be voting on the policy once the relevant dates have been added.
- B. BOV program templates for remaining programs
 - a. Email has been sent to Institutional Research requesting program data as soon as possible so programs and the dean’s office can begin to generate the narrative to accompany the data template to be presented to the BOV.

Adjourn at 4:20pm