

CHBS Leadership Team Meeting
Wednesday, February 3, 2016

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

Absent: Tod Burke and Steve Owen.

Call to order at 2:02pm

Meeting minutes from 1/20/16 approved as written.

Reports

- Dean Kate Hawkins
 - Notes from the BOV meeting:
 - The COBE building will be named Kyle Hall.
 - Student satisfaction survey indicated student satisfaction is higher than it was two years ago.
 - Dr. Hemphill will be creating a position for a “Chief of Staff” when he arrives.
 - Assistant Provost for Operations: the hiring process is currently open. Dr. Pat Shoemaker has been invited to act in an “ombudsman” type role.
 - Suicide prevention is going to be a priority from Student Affairs, which indicated student hospitalizations for Fall 2015 were higher than all of 2014-15.
 - Reportedly there is a bill under consideration for a Common Curriculum for Virginia Public Higher Education Institutions.
 - Scholarship Day Luncheon: goal is to convince admitted high profile students who have not yet accepted scholarship offers to Radford University to accept those offers. Representatives from a number of our programs have been recruited to attend the luncheon.
 - Email from Dr. Kolajo regarding CORE assessment discussed.
 - Important to send emails to Kerie regarding issues re/moving.
- Associate Dean Tod Burke
 - Names of Dean’s Scholars are due to Dr. Burke next Friday, February 12th at noon.
- Administrative Assistant Stacey Griffin
 - Reminder that Research Award Funds need to be spent. Advise all faculty who are receiving fund to please contact Stacey as soon as possible to finalize plans for spending research funds.
 - Adjunct projections are due to Stacey by Friday.
 - Base budget review need to be entered in the Budget Development Module by Friday.
- Assistant to the Dean Kerie Benson

- Any special events, speakers, or presentations that are news worthy: let Kerie or Stacey or someone from the Dean's office know so someone can be present to get pictures to share on social media.
- Phone number lists from all departments have been received or contacts made. Reminder: all full time faculty giving up a phone need to sign the approved memo included in the CHBS Voluntary Telephone Forfeiture Policy and kept a record of that in the department/school.
- Copier list is almost complete.
- Meetings with Facilities Management and the Departments/School have been set.
- All workrooms/mail rooms do have doors that can be locked.
- Dean's office/Advising Center had the first meeting with Stephen Harrison from facilities:
 - There will be a one month notice before a Department moves.
 - Will be a department-by-department move.
 - Facilities can move computer monitors; all cables must be removed and appropriately labeled.
 - "Shred-a-thon" is being coordinated, more details to come.
 - Boxes have been ordered.
 - Facilities will move small dorm size refrigerators for the suites (faculty are not supposed to have personal refrigerators). These need to be emptied, unplugged and defrosted for a few days prior to the move.

Old Business

- One-time funding update
 - Nothing new to report.
- Chris Anson: April 14th and 15
 - Identify where in your curriculum you have coursework to help students transfer their writing skills from the CORE to your discipline.
 - Send Kate course outline(s) and questions. She will forward them to Chris for his review prior to arrival and will be used to help guide discussions.
- Criteria for promotion to associate and full professor

Annual faculty evaluation letters must state whether an associate professor is making satisfactory progress toward full professor. If not, then must identify why not and what the person needs to do to get on track for promotion to full professor. Also, need to check to make sure department/school requirements for promotion to full professor are consistent with what the T&R Faculty Handbook states as requirements.

New Business

- Start-up funds
 - Make sure that new faculty are on track to spend their start-up funds by the end of this fiscal year.
- Research awards
 - They have not created the call for 2016-17 since funding is not clear at this time.

Adjourn at 3:58pm