

CHBS Leadership Team Meeting
Wednesday, January 20, 2016, 2:00, RU 117

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

Absent: Carter Turner

Call to order at 2:02pm

Minutes from 11/4/15 and 12/9/15 approved as written.

Reports

- Dean Kate Hawkins
 - IT has new software that is reviewing computer lab usage.
 - Review of student printing in the Residence Halls indicates a drop in those areas.
 - CRJU, HIST and PSYC cost analysis presentation to the BOV is Feb 1st. Dean Hawkins will be present and the Department Chairs are invited to also attend.
 - Discussion of use of students wearing stoles and cords at graduation.
- Associate Dean Tod Burke
 - Email from Deborah Kitts regarding selecting eligible Deans Scholar candidates. The reception is April 16th from 2-4pm in the Bonnie Combo Room.
- Administrative Assistant Stacey Griffin
 - Budget close out to start early this year to ensure we have everything on campus before the move.
 - FLAC is currently open and we are finalizing a few late hires.
- Assistant to the Dean Kerie Benson
 - Email has been sent out about IT building needs including copiers.
 - Need input on how departments want keys distributed.
 - Box requests have been submitted to Facilities.
 - Each department/school will be receiving a color from the Dean's Office to be placed on each box.
 - We are not able to buy refrigerators with University funds.

Old Business

- New Initiatives
 - Have been passed along for review.
- Year-end funds
 - Onetime funds are being reviewed and they have started the distribution process.
- Building update
 - CAPS sound concerns have been addressed.

- Green screen for COMS has been addressed.
- Window shade concerns have been addressed.

New Business

- Feedback to faculty in annual reviews
 - Include specific language regarding progress for promotion, either on track or not and if not, what needs to be done.
- Scheduling return of Chris Anson
 - Coming to visit with individual programs to continue discussion of communication across the curriculum. Looking at specifically how do we have a smoother transition from CORE to writing in the discipline.
- Meetings with 1st and 2nd year faculty members
 - Will be meeting as a group with the 1st and 2nd year faculty members. A time, date and location yet to be determined.
- Search costs exceeding \$1100/search
 - Dean Hawkins needs to know how much the Departments/School have spent over this amount and see the supporting documentation so requests can be made for additional funding from the Provost's office.

Good of the order

- Council of Chairs meetings on: Feb 10th and April 13th
- Dr. Hemphill is on Campus tomorrow, 1/21/16, will be in Bondurant at 3:30pm and then a reception following in the Covington Center.

Meeting adjourned at 3:50pm