

CHBS Leadership Team Meeting  
Wednesday, January 17th, 2018,  
Dean's Conference Room

Attendees: Kate Hawkins, Sharon Roger Hepburn, Robert Williams, Mary Ferrari, Rosemary Guruswamy, Jeff Aspelmeier, Allison Wisecup (for Beth Lyman), Matthew Turner, Matt Smith, Steve Owen, Paul Thomas, Kim Gainer and Kerie Benson. Stacey Griffin served as recorder for the group.

Absent: Beth Lyman and Deborah Kitts.

Call to order at 2:00pm

Minutes from 11/15/17, 11/29/17 and 12/11/17 approved as written.

Reports

- A. Dean Kate Hawkins (report from AALT Retreat)
  - 1. Proposing interdisciplinary programs
    - a. Currently a new interdisciplinary program has to be sponsored by a "home" Department and College
  - 2. Internal governance update
  - 3. Moving forward with CORE and general education revisions
    - a. Will vote at second meeting of Faculty Senate
    - b. Important that the process be driven by the faculty
    - c. Don't want to make student transfers any more difficult
  - 4. Reference checking and inter-college communication re/adjunct instructors
    - a. Important to engage in best practices when reviewing adjunct reference checks and continuation
    - b. PR4's need to be processed for any Adjuncts not being reappointed to the adjunct pool
- B. Associate Dean Kim Gainer
  - a. Foundation scholarship rankings will be submitted once. Additional access can be requested.
- C. Administrative Assistant Stacey Griffin
  - a. FLAC is currently in process. Please encourage faculty to acknowledge their contracts.
- D. Assistant to the Dean Kerie Benson
  - a. Reminder reservation request for academic classes have to go through Registrar's Office

Old Business

- A. Spring 2018 adjunct appointments
  - a. Stress the need to find efficiencies when available
- B. Projecting fiscal-year-end budgets
  - a. Should be monitoring expenses and projecting year-end balances

- C. Update on searches
  - a. COMS committee is meeting today
  - b. PSYC – I/O search completed and Cognitive search in process
  - c. POSC – Chair search committee meeting 1/18/18
  - d. ENGL – American Literature completed & Writing Center director in process & Special Purpose anticipated by Spring Break
  - e. CRJU – in progress due to retirement of Dr. Burke

New Business

- A. First-year faculty visits with the dean
  - a. Dean will facilitate these meetings
- B. Intersession teaching assignment practices discussed
- C. Development of the CHBS Strategic Plan
  - a. Discussion of the collaborative process to be used
  - b. Draft Strategic Plan needed by the end of April 2018
  - c. Agreed that Department Chairs/School Directors will be point of contact for the process
- D. There will be a small group (approximately seven) incoming freshman who will be designated as ‘Research Rookies’ in Fall 2018
- E. Consideration is being given to adjusting the course enrollment process during Quest
- F. Continued talk about increasing the availability of Freshman courses to take place M-F from 9am-3pm
- G. Dalton Scholarship Awards process has been drafted and will be sent out for review and comment

Good of the order

Adjourned at 4:00pm