

RADFORD UNIVERSITY

College of Humanities and Behavioral Sciences

September 5, 2018

CHBS 3030

Attendees: Matt Smith, Robert Williams, Beth Lyman, Tanya Corbin, Sharon Roger Hepburn, Rosemary Guruswamy, Kim Gainer, Gloria Tuckwiller, Paul Thomas, Jeff Aspelmeier, Steve Owen, Matthew Turner and Kerie Benson. Stacey Griffin served as recorder for the group.

Call to Order at 2:30pm

Minutes from 8/29/18 approved as written.

Reports

- Interim Dean, Dr. Matthew J. Smith
 - Out of the Office next Monday 9/10/18
 - Fire code violations has been sent out please pass along to appropriate faculty members.
 - First in the September Series tomorrow.
 - Request for a Friday September 21st program from 11:30 to 12:15pm to assist with recruitment and retention. Tour of Studio, Children's Library, EOC and Courtroom.
 - Request for clarification of what faculty are doing outside the classroom. Review of Fall 2017 and Spring 2018.
 - President's Office has requested progress of college towards Strategic Plan.
- Associate Dean, Dr. Kim Gainer
 - Names of the Ambassadors have started coming in. Hope to have all the names by next Friday – 9/16/18.
 - 2018-19 update of College committee updates email.
 - College grievance committee elections will be taking place this semester.
- Executive Secretary, Ms. Stacey Griffin
 - Chrome River training for Admins tomorrow (9/6/18 @10am in CHBS 3030)
 - Reminder that Extra Employment Statements are due to Deans Office by Wednesday, 9/19/18.
 - Faculty Evaluation
 - Two complete packets are to be submitted to the Deans Office. (Evaluation/review, FAR & CV)
 - Ranking page physical copy and electronic.
 - Research funding has been transferred to CHBS Institutional account – need:
 - Course “buy-out” details needed (course, semester, adjunct/overload)
 - Need the “Title of Research” for new Academic Budgets tracking sheet.
- Assistant to the Dean, Ms. Kerie Benson
 - Remind photo days for faculty and staff next Thursday & Friday.
 - Working with Gloria to get the Graduation Application worksheet update working.
 - Unknown the cause of the power outage today 9/5/18.

- Reminder that the College FaceBook page is a recruitment tool. Be mindful if attempting to tag the College.
- Director of Advising, Ms. Gloria Tuckwiller
 - Students planning to graduate will meet faculty advisor then need to go through the portal academics tab.
 - Drop for non-payment to take place tomorrow (9/6/18) – reinstatement is possible until next Friday (9/14/18). Good news Academic Petitions will not be required for these students.

Old Business

- Chrome River
 - Discussion with Admins after training to take place.
- Bulletin Boards
 - Agreed on lockable glass door with silver finish.
- Holiday Celebration
 - Suggestion of having departments or individuals participate.

Adjourned at 4:13pm

Nota Bene

- September Series Presents Dr. Rick Van Noy on Thursday, September 6 @ 12:30 p.m.
- Evaluations of Faculty Due to Faculty on Monday, September 10
- September Series Presents Dr. Luke Hunt on Wednesday, September 12 @ 12:00 p.m.
- Evaluations of Faculty Due to the Dean's Office on Monday, September 17
- CHBS Leadership Meeting on Wednesday, September 19 @ 2:00 p.m.