

CHBS Leadership Team Meeting Informal Notes
Wednesday, August 20, 2014
RU117

Attendees: Sharon Roger Hepburn, I-Ping Fu, Rosemary Guruswamy, Joe Jones, Carter Turner, Lynn Zoch, Tod Burke, Jeff Aspelmeier, Kate Hawkins, Paige Tan, Jeanie Owens and Steve Owen. Stacey Griffin served as recorder for the group.

Call to Order: 1:04pm

Introduction of new members:

- Dr. Paige Tan as Department Chair for Political Science
- Dr. Carter Turner as Acting Department Chair for Sociology
- Ms. Jeanie Owens as Assistant to the Dean

Correction to the Informal Notes from 4/23/14 related to the QM review name listing for Jayne Bucy. Approved with correction.

- Updates from Dr. Burke:
 - Grade appeals committee names email to Tod and Pam Shanley.
 - Expect an email about the IG nominations:
 - Academic Program Review – 1yr
 - Faculty Appeals – 3yr
 - Alternate Faculty Grievance – 3yr (can't have alternate from the same School/Department of current Faculty Grievance Committee members.)
 - Extra Employment Forms: have all your full-time faculty sign them and then submit to the Deans Office.
 - Ambassadors names due to Tod by Friday 9/29/14. Make sure that the names referred are from the list provided by Deborah, since these are the students meeting the requirements of being a Junior and a cumulative GPA of 3.2.
 - Student Leadership Board is looking for student leaders to work with Jeanie. Email undergraduate student names to Jeanie and include what organization the student is with. Goal is to have one from each club. The students will meet with Jeanie once a month, as well as once a semester with Kate or Tod.
 - Deans Scholar Awards will be on Saturday, April 11th from 2pm to 4pm in the Bonnie Combo room.
- Updates in administration from Stacey
 - Monthly meetings with all department/school secretaries will take place this fall and have been scheduled. It is essential your admins attend these meetings.
 - There will be a lot of discussion this year about the budgets for FY15 and there will be close integration and communication with each department/school throughout the year to ensure effective spending.

- There will be a change in the way the College research funds are distributed. Those monies will stay within the Dean's Office purview; so that means faculty with these awards will have to work with Stacey and Pam.
 - Recruitment Plans need to include the relevant position number. If it's a new position simply indicate "new position." Expect a new cover sheet from the Provost's Office that will be required for all new recruitment plans and will include this.
 - Reminder: PR40's should be in at least two weeks prior to start date and employees are not to begin work until the supervisor has been notified by HR.
- AALT updates
 - Governor will be making a presentation about the financial state of the Commonwealth. There is a special meeting of the BOV on Wednesday, August 27th 2014 regarding RU's budget
 - Regarding the email from Dr. Kolajo related to the in-class assessments: regular class time will not be used for the CLA data collection for Fall 2014. An Assessment Day is scheduled for September 25th, 2014.
 - Dr. Bill Kennan no longer oversees Governors School it currently is under the purview of the Provost Office. Dean Hawkins has met with Dean Shoemaker, Dean Rogers and Dean Devaney about what recommendations to make to the Provost related to how to proceed with the program.
 - Wintermester,: check your class listings and ensure that any with "staff" are updated accordingly.
 - Independent Study stipends from Summer: It has been determined that due to the way students register, it may not be communicated to the department/school or Deans Office that FLAC needs to be updated.
 - Reviewed Dean's goals for 2014-15 which are to be shared at College Meeting Thursday, August 21st 2014.

Meeting Adjourned at 2:45pm