

CHBS Leadership Team Meeting
Wednesday, March 18, 2015
2:00-4:00 p.m.
RU 117

Attendees: Kate Hawkins, Tod Burke, Steve Owen, Sharon Roger Hepburn, Rosemary Guruswamy, Jeff Willner for Hilary Lips, I-Ping Fu, Paige Tan, Carter Turner. Jeanie Owens, for Stacey Griffin, served as recorder for the group.

Guests: Jessica Stone, Assistant Director of Support Systems
Amanda Houff, Federal Eligibility Administrator/Pell Grant Coordinator

Call to order at 2:03

Dr. Burke introduced guest speakers Jessica Stone and Amanda Houff

- Jessica Stone updated the Leadership Team on the computer program Academic Works that is used to match applicants with appropriate scholarships.
- Jessica indicated they hope to close scholarships in Academic Works on March 31st. She will get the information to the reviewers by April 6th. Scholarship notifications will go out June 1st.
- Per Dr. Burke's suggestion, Jessica and Amanda will email Dean Hawkins with a list of scholarship chairs and committee members. This list will need to be updated with names/emails of new department chairs, committee chairs, and committee members.
- Contact information for Amanda: aghouff@radford.edu and Jessica: jdstone@radford.edu
- Jessica noted that Academic Works allows for committee members to make their own ratings online. The system then scores the rankings, taking an average score of all of the rankings of the committee. The person with highest average score could get the scholarship; however, Jessica indicated that many committees would want to use this online ranking as a guideline to discuss who should receive the scholarships.
- Discussion ensued.

Reports/Reminders

- Associate Dean
 - Highlander days- March 28th, April 11th, April 25th beginning at 10:30. Requested that everyone arrive before 10:30. Let Deborah Kitts know if chair/director cannot be present and who will go in his/her place.
 - Graduate awards are due Friday, March 27 to Stacey. Please include the correct working for the plaque, including spelling of the recipients' names.
 - If held, the graduate luncheon will be Thursday, April 23 12:30-2:00. Waiting on funding approval.

- Assistant to the Dean
 - New building plans were distributed in order for chairs/directors to begin the process of assigning offices.
 - Space will be used in the Philosophy and Religious Studies department to create a replica of the offices in the new CHBS building.
 - The Radford University website will change in order to conform to the new branding and marketing campaign. More information to come in future meetings.

- Dean's Report
 - Update on savings plan- As of now, there is no new update on the university's budget savings plan. Departments/school need to be mindful that Radford University lost tuition revenue because of lower than expected student enrollment. This fall, everyone is hopeful that Radford will enroll 9800 students, which would meet our target. Dean Hawkins indicated Highlander Days are essential to matriculation and should be seen as highly important for the university.
 - Update on new academic building- Each department is responsible for assigning office space. If there is an issue with office space, let Dean Hawkins know immediately. The average size of an office is around 143 square feet.
 - Update on academic program review- Dr. Roger Hepburn shared that the Council of Chairs Executive Committee will meet Friday with Dr. Dennis Grady, chair of the Academic Program Review Committee to discuss the proposed new academic program review process. Dr. Roger Hepburn reminded chairs/director to send their concerns to her to be shared at the meeting.

- Old Business
 - Summer school budget- Summer school salaries and classes need to be locked-down by April 23rd; therefore, on Monday, April 20th calculations should be finished and sent to Stacey. Every department/school must break even over the whole summer. Do not look at August term. Study abroad courses are different, given students pay deposits in advance to take those classes. Therefore, when counting projected tuition revenue, please count all students registered for the class, not the 70% that need to be counted for other classes. Discussion ensued.

- New Business
 - Dean Hawkins recently attended a meeting with the president, vice presidents and deans at which revision of the 6-year plan was discussed. Discussion ensued.
 - Administrative support-The deans are working on a phased-in plan to increase administrative support.
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- Meeting Adjourned at 4:10 p.m.