

CHBS Leadership Team Meeting  
Wednesday, February 18, 2015  
RU 117

Attendees: Kate Hawkins, Tod Burke, Rosemary Guruswamy, Sharon Roger Hepburn, Steve Owen, Carter Turner, Paige Tan, Hilary Lips, Lynn Zoch, and I-Ping Fu. Stacey Griffin served as recorder of the group.

Call to order 2:05pm

Guest speaker: Dr. Jeanne Mekolichick, Interim Assistant Vice Provost for High-Impact Practices (HIPs). Met with the group discussed areas considered High-Impact Practices, which include:

- First-Year Seminars and Experiences
- Common Intellectual Experiences (i.e., CORE)
- Learning Communities
- Writing-Intensive Courses
- Collaborative Assignments and Projects
- Undergraduate Research
- Diversity/Global Learning
- Service Learning, Community-Based Learning
- Internships
- Capstone Courses and Projects

Detailed information about HIPs can be found on their website ([www.radford.edu/hips](http://www.radford.edu/hips)).

Correction to attendees name list. Minutes from 2/6/15 approved as corrected.

#### Reports/Reminders

- Associate Dean
  - Dean's Scholars materials due to Tod by Friday, Feb 20<sup>th</sup>; reminders have been sent by Tod.
  - March 27<sup>th</sup> is the deadline for any Outstanding Graduate Student information to be sent to Stacey. Include the name of the award, student's name and unit. Please include the person's name as you want it to appear on the plaque.
  - Friday, May 8<sup>th</sup>, noon to 2:00: potential graduate student award reception currently scheduled to be held in Muse Banquet Hall.
- Assistant to the Dean
  - No report.
- Administrative Assistant
  - Heads-up: There will be a memo from Connie this week regarding budget. More detailed information will be shared with the Administrative Assistants at their meeting on Friday.

#### Dean's Report

- Budget savings plan update
  - No update at this time.
- Update on new academic building

- Updated building plans have been requested.
- Update on academic program review
  - There is a proposed new process forthcoming from the APR Committee. The proposed process will be shared with the faculty for review and comment. It is expected that this discussion should happen very soon.

#### Old business

- CHBS research grant funding for research support and research-related travel
  - Kate meeting tomorrow at 2pm. Have had communication with the internal auditing team about the letter to faculty. Feedback from the internal auditor about the letter that was sent to the College Research Award recipients was reasonable and appropriate.
- Administrative support sub-committee
  - Met last Friday, Feb 13<sup>th</sup>, when it was determined there are currently three departments needing additional administrative support: PHRE, SOCY and PSYC.
  - Need to prioritize the listing. Motion unanimously passed by the team that Dean Hawkins should be the one to prioritize the list and make the best decisions for the College. Motion forwarded by Dr. Lips, Second Dr. Roger Hepburn, approved by all present.

#### New business

- Base budgets
  - Will stay as they currently are entered in the base budget module.
  - Follow up conversations may be required once we know what support there is for the above proposed administrative assistant positions.

#### Good of the order

- Summer School:
  - Decisions are to be left at the college level; there must be revenue generated at the programmatic level, not necessarily at the course level.
  - College will be given a budget to work with, based on a 3-yr average of the costs (salary and FICA) we have accrued. We anticipate receiving the budget by the end of the week (Friday, 2/20/15).
  - Study Abroad – keep in mind our college's summer budget pays the salary for the traveling faculty member.
- There is still funding available through the Graduate College to support graduate students traveling to present their research.
- Proctoring of exams can be done free through D2L online; D2L records students while they take their test/exams. Charlie Cosmato has more information on this.
- Congratulations to Kurt Gingrich who is one of five who received the QM gold standard for an online class. Kurt's class was HIST101.
- There is a list of classes on campus with the highest D, F and W rates. The list includes HIST101 and HIST112. Kate will visit with the History faculty to see if anyone who regularly teaches either of those classes has any interest in revising their class based on NCAT principles.

- Dr. Fu has submitted her resignation as Chair for FORL. She is stepping down at the end of Summer 2015. Kate congratulated I-Ping for her years of outstanding service as chair of the FORL Department.

Adjourned at 3:55pm