

CHBS Leadership Team Meeting
Wednesday, April 15, 2015
2:00-4:00
RU 117

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

Call to order 2:05pm

Minutes from previous meeting were approved as written.

Reports/Reminders

A. Associate Dean

- a. Highlander Day is Saturday April 25th. Let Deborah Kitts know any changes to who from your department/school will be attending.
- b. Reminder research and grant award application due this Monday, April 20th to Dean Hawkins. This includes anything for next fiscal year and student hires after June 5th.
- c. Faculty Senate ballots have been sent out to the department chairs/school director and admins. All ballots are due to the Dean's Office next Wednesday, April 22 by 1pm.
- d. Dean's Scholars newsletter to be sent out soon. Please review for accuracy.

B. Assistant to the Dean

- a. Mock office will be available for review by department chairs/school director starting Friday April 17th. Please contact Jeanie to meet you over there.
- b. Please email Jeanie with the names of faculty members who will be presenting your unit's Graduate Student awards.

C. Administrative Assistant

- a. Student worker allocations have been authorized by the dean. Due to budget constraints given to us by the Financial Aid Office, requests for new positions were not able to be granted. We were able to redistribute three student workers to new assignments: IDSL, Governor's School, and Sociology.
- b. Clarification on using student workers for research purposes. Work-study students can assist with faculty research. CHBS Research Awards may be another avenue to support a research assistant.
- c. Reminder: The fiscal year has to be completely closed out by June 5th 2015. This means items must be received and invoices submitted to accounts payable by that date. We have been told there will be NO exceptions to this deadline.

Dean's Report

- A. Budget savings plan update
 - a. No new updates at this time.
- B. Update on new academic building
 - a. Mock office will not be ready for faculty viewing next week (4/20), but should be the following week (4/27). An example of the type of furniture that may be available can be viewed in Fairfax 706 – E106.
- C. Update on academic program review
 - a. Report from Faculty Senate indicated few suggested changes to the proposal. It was suggested that an abbreviated version of the process could be used for accredited programs, including a “cover sheet” to cover information not included in the accreditation materials.
 - b. Final draft due to Faculty Senate by the beginning of September, with implementation planned for October 2015. Faculty, chairs and directors can review and comment on the proposed new process. Website should be available over the summer to facilitate online review and comment by faculty and staff.

Old business

- A. Administrative support
 - a. Kate drafted a report that has been sent to the Provost for review and consideration. That report included needs for all colleges. If funds are not available from upper administration, CHBS needs a plan B to find the funds to hire secretarial staff for those areas currently without administrative support.
 - b. We need to identify criteria to review the current allocation of base budgets. Subcommittee to report back May 4th: Dr. Owen, Dr. Roger Hepburn and Dr. Zoch will serve on this subcommittee.
- B. Summer School budget
 - a. Reminder: April 20th deadline for SIAASGN. FLAC to be reviewed by departments on April 21st and then locked by the Dean's office on April 22nd. Look at your classes and enrollments to determine which classes to keep and which to cancel. Each department/school needs to break even (using the college's formula) when calculated over the entire summer (MM, S1, S2, S3, but NOT August Term).

New business

- A. CHBS Graduate Student Awards Luncheon: Thursday, 4/23, 12:30-2:00 in Muse banquet room.
- B. Request has been submitted from the Registrar's Office that Wintermester be shortened by three days, to allow for grades to be submitted and ensure students have prerequisites for Spring course registration.
- C. Flipped classroom institute: There are three spaces currently available. If you have faculty interested please let Dean Hawkins know ASAP.

- D. Looking for someone to speak at the Freshman Convocation for the Fall 2015; seeking a dynamic female alumna to speak. If you know of someone who fits that description, please let Dean Hawkins know.
- E. Admitted, but not yet deposited, lists have been distributed. If able to help by calling these students, please do. Seeking 9800 student fall enrollment to avoid budget cuts. Deadline for deposits is May 1st.
- F. Institutional Effectiveness Day yet to be scheduled.

Adjourn at 4pm