

CHBS Leadership Team Meeting Agenda
Wednesday, October 1, 2014
2:00-4:00 p.m.
RU 117 (Dean's Conference Room in Russell Hall)

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

Call to order: 2:02pm

Dean Hawkins introduced guest Dr. Sandy French, Interim Director, IDSL program.

- "Save second place!" Students select IDSL as a major for two main reasons the 1st reason – reaction to first choice major not working out. 2nd reason – students proactively choose this program. Goal is to change the reasons for students changing the major from a reaction to a pro-active choice.
- Faculty have the ability to participate in the program by being a faculty associate. Information about this can be found on the IDSL website.
- There are 48 students currently in the major with 10 applications in review/process.

Correction: Added Carter Turner to attendees. In correction line for 8/20/14 minutes changed "informal notes" to "email" and "9/29/14" to "8/29/14". Minutes from 9/3/14 approved as amended.

Dr. Burke:

- Ambassador training – Monday Oct 6th from 2pm-3pm RU117 and Wednesday Oct 8th from 3pm-4pm – in Dr. Burke's Office. Deborah Kitts, Jeanie Owens and Tod Burke to facilitate training.

Report from the Assistant to the Dean, Jeanie Owens

A. Student Leadership Board

- a. 19 students attending with 1 member from every CHBS club/organization has been meeting regularly.
- b. Zombie Run Oct 30th from 8pm-12am. Also included: instruction in the Thriller dance, faculty and students made up as zombies, pet Zombie competition, the run itself (length and location TBA), and zombie-themed foods. There will also be a screening of *Sean of the Dead*, a zombie movie. Goal is to collect donations to support the Radford Humane Society. Possible event name: "Zombies after Bark."

B. Fall Homecoming/Family Weekend

- a. Alumni teaching week begins Monday Oct 6th. Please let Jeanie know any new names by Friday.

- b. Curtis Martin discussion on Pre- Law with students on Thursday Oct 9th, 4-5 Heth043
 - c. CHBS Advisory Board meeting Friday, Oct 10th from 3-5pm in RU117 and Social Alumni event 5-6pm on Heth Lawn. Jeanie will send an email with all details to the Chairs/Director for distribution to all faculty. Rain location is in Heth.
 - d. Saturday Oct 11th lecture, Dr. Straw, "Photographs and memories the past and history in our everyday lives", in Young Hall from 12:30pm-1:30pm.
 - e. Alumni village from 2pm – 5pm where CRJU will participate in the Tent Parade with school spirit decorations for their 40th birthday, including cake. CHBS will be represented in the Colleges' Tent.
- C. Newsletters
- a. Social media has been popular. As you have events coming up please keep Jeanie in the loop so she can publicize them.
 - b. September's newsletter has already been sent; future issues will be distributed the last day of each month.
 - c. October wishes – would like faculty story from: COMS, FORL, PSYC, and SOCY - please contact Jeanie with names of your faculty who might be good subjects for newsletter stories.

Update on AALT

- On the budget savings plan, all faculty professional development leaves (FPDL) for Spring, 2015 are going forward. There will be a call for FPDL for the 2015-2016 academic year.
- 100% of the annual faculty travel support is being restored to departments/schools.
- Research monies to be restored for the colleges. The applications for research award requests that were submitted August 15, 2014 had been placed on hold due to the budget and will now move forward in the review process.
- Provost's recruitment and retention initiative: \$5000 to bring high school counselors on campus to talk about our programs.
- Midterm grades – Please encourage faculty to give midterm grades to new freshman, new transfer students, student athletes and students on academic probation. Academic advisors use midterm grades to help to identify students who need additional support and guidance. Academic advisors do not have access to D2L, so if faculty members do not enter midterm grades, the academic advisors will not be able to identify those students having difficulty. Midterms for Fall, 2014 are due by 10am on Wed, Oct 8th.
- Reappointment/Tenure and/or Promotion - When a letter is sent from the Dean to the Department Chair/School Director and Personnel Committee Chair that letter should be forwarded to all the Personnel Committee members. Letters from the Department Chairs/School Director to the dean also need to be distributed to the Personnel Committee. There should be no

confidential personnel matters discussed outside of official Personnel Committee deliberations.

- Reminder re/IRB (Institutional Review Board) review: Anyone conducting research involving human subjects must go through the required IRB training. All research involving human subjects must be submitted for IRB review. The IRB staff and faculty are currently in the process of finalizing a recommendation regarding the selection of new IRB software.

New business

A. Building

- a. There will be a webcam overseeing the construction. The camera has been set-up. However, images from the site are not yet available.
- b. Oct 18th Design Charette with CHBS faculty and interior design students to make recommendations for how to design the furniture for the new faculty offices.

Adjourn at 3:45pm