

CHBS Leadership Team Meeting  
Wednesday, September 23, 2015

Attendees: Kate Hawkins, Tod Burke, Carter Turner, Jeff Aspelmeier, Paul Witkowsky, Matthew Turner, Paul Thomas, Steve Owen, Paige Tan, Sharon Roger Hepburn, Rosemary Guruswamy, Beth Lyman, Kerie Benson. Stacey Griffin served as recorder for the group.

Call to Order: 2:05pm

Introduced Kerie Benson, Assistant to the Dean.

Guest: Timothy Ledna from Student Affairs spoke to the Leadership Team about Living/Learning Communities and other student engagement activities.

Minutes from 9/2/15 approved as written.

#### Reports

- Dean Kate Hawkins
  - BOV meeting agendas and meeting minutes are posted on the BOV website. Some notes from the most recent BOV meeting.
    - Overview of the way institution financing works was facilitated by Mr. Alvarez, Lisa Ridpath and Chad Reed.
    - The Budget Affairs and Academic Affairs Joint Committee requested a pilot study of a cost/benefit analysis that could be conducted of programs on campus. 5-6 programs, yet to be determined, will be selected from across campus for the pilot study.
    - Joint Committee will visit with Dr. Kolajo about Program Assessment at RU.
    - The BOV Budget Affairs Committee is interested in examining the various ways tuition is charged at other public institutions in the Commonwealth.
    - The Joint Committee is interested in a comprehensive study of faculty compensation levels.
  - BOV directed that the Provost will be responsible for determining the manner in which the additional 2% raise will be distributed.
  - Requesting a list of activities to invite President Kyle to before her retirement date. Looking at three categories: President is the focus, President would attend and be recognized, or President would drop in.
  - Need to know about the new faculty reallocation funds, need to know who has to be reimbursed or was it direct billed to the university.
- Associate Dean Tod Burke
  - Ambassador interviews have been taking place. Dr. Burke will only reach back out if there is a problem. If you don't hear from Dr. Burke assume the person you nominated is your Junior Ambassador.

- Administrative Assistant Stacey Griffin
  - Undergraduate recruitment dollars available from the Admissions Office; need submissions for review by Dean Hawkins.
  - Current adjunct contact information is not listed on the online directory.
  - Meeting with the CHBS Admin Assistants tomorrow; will be going over moving money to help with SOCY office support.
  - Trying to get clarification from Records and Retention about document destruction requirements.
  - MTurk survey tool through Amazon – can't use E&G funds.
  - Updated salary list should be available by the end of October; once we have it we will pass it on appropriately.
- Assistant to the Dean
  - Kerie Benson joined the Deans Office on Monday, September 21<sup>st</sup>.
  - Homecoming and Family Weekend is the weekend of October 16<sup>th</sup>.
    - Partners in Excellence luncheon Thursday October 15<sup>th</sup>.
    - Women of Radford luncheon Saturday October 17<sup>th</sup>.

#### Old Business

- Update on the building (FF&E, ETF, Moving)
  - Still on budget and on time.
- CHBS Voluntary Telephone Forfeiture policy.
  - Moved and seconded.
  - No objections raised.
  - Motion passed unanimously.

#### New Business

- QM Reviews
  - Need names of faculty members who have online courses ready for internal or external review. Please send email to Kate with faculty's name and the course to be reviewed. To be ready for the external review, the course must have been through the internal review first.
- Nominations for search committee members
  - Need nominations for member for the Career Services Executive Director and Assistant Provost for Operations search committees. Both are AP Faculty searches so will be national searches.

#### Good of the order

- GRE Prep course – wondering if any Department would be interested in partnering with PSYC. Dr. Aspelmeier will send out an email.

Adjourned at 3:53pm