

CHBS Leadership Team Meeting  
Wednesday, March 15<sup>th</sup> 2017  
Deans Conference Room, 3030

Attendees: Kate Hawkins, Rosemary Guruswamy, Sharon Roger Hepburn, Deborah Kitts, Matt Smith, Tanya Corbin, Beth Lyman, Paige Tan, Steve Owen, Jeff Aspelmeier and Kerie Benson. Stacey Griffin served as recorder for the group.

Absent: Kim Gainer, Paul Witkowsky and Carter Turner.

Called to Order: 2pm

Reports:

- Kate Hawkins, Dean
  - Met with Wytheville Community College to discuss possible expansion of transfer agreement with RU. Particular interest in PSYC, CRJU, Social Science and ENGL. Request for a plan to show what we would need to make this happen due to Dean Hawkins by end of Spring 2017 semester.
  - Changes in CITL is being emailed out to all faculty tomorrow, encourage faculty to do online course development.
    - Change a face to face to an Online course goes through the Department Curriculum Committee and have an Online Faculty Mentor – either within the Department or Outside. Dr. Roger Hepburn will write a motion for review of the Leadership Team.
  - New in 2018-19 there will supposedly be standardized learning outcomes for General Education courses from SCHEV.
  - The Innovation Lab has been established and is being headed up by Dr. Matt Dunleavy. To review competency along with tests to CBE available credit.
- Stacey Griffin, Executive Secretary
  - All Department/School FY17 close out spending plans have been received and are under review by the Deans Office.
  - Adjunct and Intersession projections for FY18 have been submitted to the Office of Academic Budgets for their review.
- Kerie Benson, Assistant to the Dean
  - Deans Scholars are working on getting their pictures with Kerie.
  - Graduate Award names due to the CHBS Office by the end of March.
    - Also need to know who is going to be presenting to the award winners.
    - Reception is on Friday, April 28<sup>th</sup> 2-4 in Bonnie Combo room.
    - Will be inviting all graduate students and graduate faculty.
  - Reminder that we do not post physical flyers, information about the requirements for digital flyers let Kerie know.

### Old Business

- Action Item: Intersession pay for independent and directed studies.
  - \$100/credit hours per student to a maximum of \$600 per student.
    - Moved to approve
    - Second
    - Unanimous
- Action Item: Situational awareness policy.
  - Faculty to alert Department Chair/School Director and then to inform the Dean.
    - Being tabled to be revised and returned to the team.

### New Business

- Equity for junior faculty, ensure being mindful of the work load, reassigned time, service load. Provide the information needed to help the junior faculty understand.
- Expend hours for CHBS building. Concerned about the needed increase in housekeeping salary hours. However can be covered during exam week.
- Dr. Turner, due to medical advice is stepping down effective immediately as Department Chair for Philosophy and Religious Studies.

Adjourned at 4:19pm