

CHBS Leadership Team Meeting
Wednesday, October 26th, 2016
Dean's Conference Room, CHBS 3030

Attendees: Kate Hawkins, Paul Witkowsky, Carter Turner, Matt Smith, Beth Lyman, Kim Gainer, Paul Thomas, Jeff Aspelmeier, Sharon Roger Hepburn, Rosemary Guruswamy and Paige Tan. Stacey Griffin served as recorder for the group.

Absent: Steven Owen and Kerie Benson

Call to order at 2:00pm

Guest:

- Ron 'Bubba' Nolan, Director of University Advancement, and Cherie Durbin, Associate Director of Foundation Scholarships
 - Mr. Nolan and Ms. Durbin gave a presentation and provided handouts on changes in timelines and procedures for awarding scholarships.
 - The college will use the Leadership time slot on Feb. 8 and 22 for assigning scholarships.
 - One date also will be needed for educating students and another date for training reviewers.

Minutes from 10/19/16 approved as written.

Reports:

- Dean Kate Hawkins
 - The Prelaw Society kickoff was scheduled for the following day. Over 50 students had signed up, and twenty from the community and twenty faculty staff also were scheduled to attend.
 - Regarding intersessions, Dean Hawkins advised that the College should prune Wintermester and not rely on whether or not sufficient money for summer school would become available through moving money within the budget.
 - The Team edited the 'summer school' policy, changing 'summer school' to 'intersession' throughout, adding 'Study Abroad' and 'plus FICA' under 10, and citing the handbook on chair/decision making and adding 'Typically the maximum number would not exceed twelve' under 15.
- Interim Associate Dean Kim Gainer
 - Planning for Dean's Scholar Ceremony and Reception has begun. Two dates in April are under consideration, and Dean Hawkins will contact the President's Office to determine which of the two he might be available.

- 100 % response from CHBS Ambassadors to requests for coverage at three events
- Requested feedback on two queries sent by the Council on Student Engagement and Success, one on retention initiatives and the other on outreach.

Old Business:

- 2017 Summer School policy reviewed and updated regarding fiscal responsibility.
- Rank order one-time funding list
 - Items that would be appropriate for FF&E or the ETF budget will be transferred for consideration to those budget requests.
- Reminder: Develop priorities for new initiatives send by November 4th and
- Work-study best practices subcommittee Jeff Aspelmeier & Steve Owen to touch base and report back to the team.
- Diversity training for Department Chairs/School Director and Administrative Assistants. Date will be in the Spring – TBD.

New Business:

- Census of CHBS retention initiatives – Counsel of Engagement and Student Success. Any activity that is primary objective retention. When is it conducted? Who is the target audience? – What are we doing? exit interviews, HIST – Tutoring. Writing Enrichment Cohort. Mentoring.
- Outreach campaign response – What should we be doing? Kim will send an email.
- Humanities Conference attendees: Paul Thomas and Rosemary Guruswamy.

Adjourned at 4:10pm