

# RADFORD UNIVERSITY

## College of Humanities and Behavioral Sciences

November 28, 2018

Attendees: Matt Smith, Kim Gainer, Steve Owen, Jeff Aspelmeier, Sharon Roger Hepburn, Rosemary Guruswamy, Paul Thomas, Beth Lyman, Tanya Corbin, Bill Kennan, Matthew Turner, Robert Williams, Gloria Tuckwiller and Kerie Benson. Stacey Griffin served as recorder for the group.

Call to Order at 2pm

Guests:

- Dr. Jessica Beckett, Director of the Harvey Knowledge Center
- Mr. John Sanders & Ms. Alicia Dials, Office of Human Resources

Minutes from 10/31/18 reviewed and changed from SO to Sophomore approved as amended.

Reports:

Interim Dean, Dr. Matthew J. Smith

- Promotion materials are being received in the Deans Office.
- Exam week for CHBS building hours will not change for Fall 2018.
- Assistant of University Relations search committee includes Dr. Smith as the only faculty member.
- No update on open faculty positions.
- Call for New Initiatives has been received, prioritization to take place at the December 10<sup>th</sup> meeting.

Associate Dean, Dr. Kim Gainer

- New Initiatives email by December 7<sup>th</sup> for collation.

Executive Secretary, Ms. Stacey Griffin

- Admin Assistant meeting will take place tomorrow at 1:30pm, Thursday, November 29<sup>th</sup> 2018.
- Annual Access to sensitive administrative systems are open. Please note that failure to verify will result in loss of access.
- Wintermester is in FLAC – courses and stipend should be being reviewed at the Department/School level. Reminder acknowledgements of contract should always take place before class instruction begins.
- Reminder that Administrative Assistant positions are not permitted for telecommute. This includes during inclement weather.
- Student Worker students should not be in the offices after hours or over the weekend, unless it is work related and the time reported.
- Reminder please place your orders for the department bulletin boards.

Assistant to the Dean, Ms. Kerie Benson

- RSVP's for the Winter gathering to Kerie before Monday 10<sup>th</sup>.
- List of classroom space and capacity distributed.
- Reminder headshots updates to be placed on the Department/School website.

Director of Advising, Ms. Gloria Tuckwiller

- December 15<sup>th</sup> number of faculty and chair who plan to attend Winter Graduation.
- Request email list of course with grade pre-requisites.

Old Business:

- Research Funding for Students
  - Final requests have been submitted and are in review.
- Wintermester courses
  - Course viability has been reviewed.

New Business:

- “Works in Progress” Spring Speaker Series
  - Three week series in February for junior faculty.
- Interns and Grading—Dr. Paul Thomas
- CHBS 4700
  - Adjunct space is limited.
- Promoting the Liberal Arts—Dr. Tanya Corbin
  - Concerns raised that some majors are being discouraged.

For the Good of the Order

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CHBS Leadership Team Meeting on Monday, December 10 @ 2:00 p.m.

Winter Carnival on Thursday, December 13 @ 4:00-6:00 p.m.