

# RADFORD UNIVERSITY

## College of Humanities and Behavioral Sciences

September 1, 2021

2:00 p.m. in HH 3030 and via Zoom

Attendees: Matt Smith, Sharon Roger Hepburn, Melissa Manigault, Jenny Walton, Raine Bolin, Beth Lyman, Chapman Rackaway, Dan Woods, Paul Thomas, Kim Gainer, Ellen Taylor, Robert Williams, Jeff Aspelmeier, Anja Whittington and Kerie Benson. Stacey Griffin served as recorder for the group.

Call to Order at 2:02pm

Special Guest: Dr. Allyson Yankle, Pre-Law Advisor

I. Minutes from 4/14/2021 and 4/21/2021 approved as written.

II. Reports

Dean - Dr. Matthew J. Smith

- Federal Govt. Higher Education Relief Fund \$16M students will receive between \$500 to \$2,000 Fall 2021. Students must respond in order to get the funds.
- McGlothlin Center for Global Education and Engagement achievement highlights shared.
- Request for curriculum committee members for each department.

Associate Dean - Dr. Kim Gainer

- Copy Kim on email re: curriculum committee update.
- Personnel committee dept names to Kim.
- STARS funding open – encourage students to review/apply as appropriate.
- Associate Dean for the grad college search committee representative – Dr. Bolin.

Executive Secretary - Ms. Stacey Griffin

- Situational Awareness – Financial Aid Student Worker is out for the week due to personal injury. Allow for delay of Student Worker approvals.
- Travel budget shortage discussed.

Assistant to the Dean - Ms. Kerie Benson

- Reminder - Homecoming Oct 1-2.

- WVRU hopes to be in building and set up by Homecoming.
- Social Media Intern – content creation – any interesting events let Kerie know.
- Reminder - meeting scheduling goes through the scheduling office
- New head shots available for all CHBS faculty.
- Digital signage email to Kerie.
- COVID19 supply requests can be done by the department.

Career Coach - Ms. Ellen Taylor

- Part time job fair tomorrow – Thursday, August 1<sup>st</sup>.
- Fall career fairs – 9/22/21 in session & 9/23/21 virtual.
- Grad school fair 10/6/21 in person morning with virtual taking place that afternoon.

### III. New Business

1. CHBS-specific admissions event (Oct. 15, Oct. 16, Nov. 5, or Nov. 6).
2. Third floor signage need reviewed.
3. Quest session D2L overviews discussed.
4. Enrollments and hiring strategies discussed.

Adjourned at 3:33pm.

#### **Nota Bene**

**CHBS Conversations, Friday, September 3 @ 4 p.m.**

**Tentative Faculty Annual Evaluations (FAEs) due to faculty, Monday, September 6**

**Internship Coordinators Luncheon, Wednesday, September 8 @ 12-2 p.m.**

**Sandra Baker in LTM, Wednesday, September 8 @ 2 p.m.**