

CHBS Leadership Team Meeting  
Wednesday, September 13, 2017  
CHBS Building, Rm 3030

Attendees: Kate Hawkins, Kim Gainer, Jeff Aspelmeier, Paul Thomas, Robert Williams, Matt Smith, Matthew Turner, Steve Owen, Mary Ferrari, Sharon Roger Hepburn, Rosemary Guruswamy, Beth Lyman and Kerie Benson. Stacey Griffin served as recorder for the group.

Absent: Deborah Kitts.

Call to order at 2:03pm

Minutes from 9/6/17 approved as written.

Guest Attendee: Dr. Agida Manizade – available to assist faculty with promoting various research and grant activity, for Fall 2017 and Spring 2018.

#### Reports

- Dean Kate Hawkins
  - Review of detailed academic programs statistic matrix.
- Associate Dean Kim Gainer
  - Dates for events are to be determined:
    - Dean Scholars projected to be Friday, May 4<sup>th</sup> 2018 in 1016 at 2-4pm.
    - Graduate Student Awards tentative Friday, April 27<sup>th</sup> 2018 at 2-4pm.
  - Faculty Senate are reviewing catalog language regarding COMS and PHRE alternative for CORE 201 and 202.
- Administrative Assistant Stacey Griffin
  - Reminders:
    - Extra Employment Statements are due on Monday, 9/18/17.
    - Annual Evaluations for faculty are due on Monday, 9/18/17.
- Assistant to the Dean Kerie Benson
  - CHBS Facebook had to be rebuilt and has a new domain name “RadfordUCHBS”.

#### Old Business

- Team building options discussed; tentatively to take place on Oct 26<sup>th</sup> or Nov 2<sup>nd</sup>.

Adjourned at 4:09pm