

CHBS Leadership Team Meeting Agenda  
Wednesday, October 15, 2014  
2:00-4:00 p.m.  
RU 117 (Dean's Conference Room in Russell Hall)

Attendees: Kate Hawkins, Tod Burke, Hilary Lips, Joe Jones, Paige Tan, Sharon Roger Hepburn, Rosemary Guruswamy, Lynn Zoch, Steve Owens and I-Ping Fu. Stacey Griffin served as recorder for the group.

Absent: Carter Turner

I. Minutes from 10/1/14 approved as written.

II. Reports/Reminders

A. Associate Dean

- a. Open house Saturday October 25<sup>th</sup> and November 15<sup>th</sup>, from 12pm – 1:30pm in the COBE multipurpose room. Please arrive by 11:45 in order to set up. Ambassadors will also be in attendance.

B. Assistant to the Dean

- a. Review of Alumni weekend:
  - i. Advisory Board meeting went well. The reception was well attended and included alumni, faculty, Ambassadors and student leadership board members.
  - ii. Ambassadors represented the college well on Saturday at the “Deans Table.” They were positive and engaging while handing out CHBS pens and post-it notes.
- b. CHBS Connect is an initiative to connect an alum to act as a mentor for current students. If you have any alumni who might be interested please let Jeanie know.
- c. The building website is live and will have a live webcam once the construction project moves forward.
- d. There are known difficulties across campus with the College and Department websites related to updates going “live.” Email Jeanie with details as this occurs.
- e. Encourage all to come out for “Zombie after Bark” on Thursday, October 30<sup>th</sup> 2014 from 8pm to 12am at the Bonnie. Donations for the Radford Humane Society will be accepted.
- f. Adscape is Thursday, October 30<sup>th</sup>, 2014. A hundred local high school students will be on campus to learn about advertising and media studies. This program has an emphasis on minority students.

C. Administrative Assistant

- a. Request from Pam to please include the CRN number, if possible, when submitting syllabi for uploading to the library.

- b. Continuing to work closely with all department/school secretaries related to budget and other administrative needs.

### III. Dean's Report

- A. CHBS Advisory Board - added eleven new members, now has thirty-five members. Looking to expand contacts in Virginia Beach, Atlanta, Charlotte and also the Northern Virginia/Washington DC/Maryland area. Kudos to COMS and CRJU whom are working on developing their own advisory boards.
- B. CLA Administration (Fall 2014 and Spring 2015) – it has been determined that for Fall 2014 PSYC121 will be able to facilitate the need for 200 freshman. A sample of seniors will be needed for Spring 2015.
- C. Personnel Timeline – reminder to all to be aware of the personnel timeline dates. These are available on the Academic Affairs calendar through the Provost Office webpage.
- D. Budget
  - a. Academic Affairs continues to work with the Budget Office in monitoring developing budget issues in the Commonwealth.
  - b. Since a drop in transfer student enrollment has been identified as one area that contributed to the budget shortfall, RU is looking to encourage, develop and increase relationships with various community colleges across the state.
  - c. RU Admissions office is bringing high school guidance counselors on campus in February 2015.
  - d. Reiterated no layoffs, no furloughs and classes will continue after Thanksgiving break.
- E. New Initiatives – there is a call for new initiatives; however for FY15, they have to be funded through the reallocation of current funds.
- F. RU Futures group will be meeting October 31<sup>st</sup> and November 1<sup>st</sup>; the meetings will be facilitated by Dr. Tay Keong Tan. The group will be working to identify ways to position the university for success in the future.

### IV. New business

None

### V. Good of the order

- LCI at VT welcoming faculty and staff to take Dr. Fu's Chinese class over in Blacksburg on Tuesdays at 5:30pm.
- RFP currently under consideration for language learning software that would be free for all RU faculty, staff and students. This would be "not for credit."

Adjourned at 3:50pm