

CHBS Leadership Team Meeting Minutes  
Wednesday, February 4, 2015  
RU 117

Attendees: Kate Hawkins, Tod Burke, Sharon Roger Hepburn, Rosemary Guruswamy, Paige Tan, Lynn Zoch, Carter Turner, I-Ping Fu, Steve Owen and Niels Christensen attended for Hilary Lips. Stacey Griffin served as recorder for the group.

Absent: Hilary Lips

Call to order 2:04pm

Guest speaker: Matt Dunleavy, Interim Director for Academic Affairs

Dr. Dunleavy discussed his areas of responsibility, which include management of Summer School and the intersessions (Wintermester and August Term). He is meeting with all the colleges' leadership teams to gather information to support the development of policy for Summer School, Wintermester and August Term (formerly RU Accelerate).

Minutes from 1/21/15 approved as written.

Reports/Reminders

- Associate Dean
  - Dean's Scholars names due to Tod by Friday February 13<sup>th</sup>. Information has been sent to the students about photographs to be taken with Lora Gordon. We were informed this year CHBS will be responsible for paying for the printing of the pictures. Beginning next year, CHBS will be responsible for both taking and paying for the pictures.
  - Dean's Scholar reception on April 11<sup>th</sup> in the Bonnie Combo Room. We have been notified the President's Office has another alumni event on campus on the 11<sup>th</sup> and has extended an invitation to those estimated 150 donors/guests to attend the CHBS Dean's Scholar Reception.
- Assistant to the Dean
  - Transfer Connect had six participants, however the feedback has been positive that the interaction with faculty was very helpful. In the future the October transfer connection will include RU faculty as well. It is planned to invite counselors from Richmond, Northern Virginia and the Tidewater Area. The next Transfer Connect is scheduled for Friday, October 2nd, 2015.
  - Crossroads Institute, group in Galax – reach out to people who have some college, but not a degree. Sandy French, Deborah Kitts and Randy Taylor will be traveling to the Institute to assist with transcript review to identify a path to a degree.

- Administrative Assistant  
No report.

#### Dean's Report

- Dr. Paul Currant, Director for International Education Center, has arrived.
- Budget savings plan update
  - No update at this time.
- Update on new academic building
  - Last round with the furniture review. The final changes for the building are taking place and we are almost at the point where no more changes can take place.
  - Furniture order has to be finished by the time the faculty leave after Spring Commencement. We plan to set up a room with furniture very similar to what can be selected by faculty for their offices.
- Update on academic program review
  - Proposal for the new academic program review process has been written and is planned to be distributed to faculty for their review.
- Meeting with Rector (1/15); with President, VPs and Deans (1/23)
  - Deans met with the BOV Rector, Mike Wray and discussed the need for both short-term and longer-term planning.
  - Met with the President, VPs and Deans and discussed the need for more short-term and longer-term planning.
- Requests for information from RU Institutional Research
  - Requests have to go through Dean Hawkins, from department to chair to Dean and then forwarded to IR.

#### Old business

- CHBS research grant funding for research support and research-related travel
  - Dean will meet with the committee to review the process.
- Administrative support sub-committee
  - Have not met since the initial meeting. In the meetings with the rector and the President it was discussed that administrative support is an issue across the University.
  - Need to meet and have a plan for the college to be moved forward.
- "Roots and Branches" representative
  - No names have been received by Dean Hawkins. Being asked to help provide advice on minority, 1<sup>st</sup> generation college students to make RU more accessible and welcoming. Kate will send the information to chairs to identify a CHBS representative for the R&B Committee.
- Spring administration of CLA to seniors
  - Reminder to reach out to Dr. Kolajo directly and he will work with faculty to schedule a lab time.
- Lactation room
  - Thanks to Carter and Sidra for identifying a room in their office suite that might work for this purpose. Kate will send the information forward to Christina Brogdon, Director of HR.

#### New business

- High-impact practices for freshmen
  - UNIV100, Living-Learning Communities and Core Connections courses are all available to CHBS freshmen.
- Memorial to Joe Jones
  - Email from Kenna Colley indicating the RU Council of Chairs would like to make a onetime gift of a scholarship to be awarded to a PHRE student. Kate will work with Kenna Colley to follow through with the gift.
  - The suggestion was made to posthumously award Joe Jones the CHBS Distinguished Teaching Award. This award would be in addition to the original award that will be given to the faculty member selected by the CHBS Honors and Awards Committee this year. The suggestion was also made to change the name of the college teaching award to the Joe Frank Jones, III Distinguished Teaching Award. The motions will be presented to the CHBS Honors and Awards Committee for their review and determination.
- Eligibility for CHBS Dean's Scholar Award: The group decided it would be acceptable for students graduating in December of the next academic year to be selected as the Dean's Scholar Award winner for the current academic year. That is, a student graduating in December of 2015 would be eligible to be selected as the Dean's Scholar for May of 2015. The student would not graduate until December of 2015, but s/he could lead his/her group of majors and be recognized at Spring Commencement in May of 2015.

#### Good of the order

- Names of scholarship recipients need to be forwarded to department chairs and the school director. Kate will follow up with James Pennix to ensure Jessica Stone informs the chairs and school director.
- Chinese New Year is February 19<sup>th</sup>. The New Year will be celebrated in Dalton Hall with special Chinese foods that day. The Chinese New Year Celebration will take place on 28<sup>th</sup> February in Muse.
- CHBS hopes to honor our graduating graduate students with a luncheon scheduled to be held at noon on May 8<sup>th</sup> in Muse Banquet Hall. Kate will work with Jeanie to determine if it will be possible to host such an event this spring.
- Please forward the names of outstanding graduate student award winners to Stacey by March 27<sup>th</sup> so that names can be sent to the Graduate College for announcement at the Graduate College Commencement. We also need to have plaques made for the award winners in time for the Graduate Student Luncheon (assuming we are able to afford it).

Adjourned at 3:55pm