

Leadership Team Meeting  
Wednesday April 1<sup>st</sup>, 2015  
RU117

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

Absent: Hilary Lips

Guest: Chris Anson

Minutes from March 8, 2015 approved as written.

#### Deans Report

- BOV next meeting in May will be discussing tuition and enrollment, also anticipate discussion of the recent announcement from President Kyle that she will retire in June 2016.
- QEP five year federal review due in Fall 2017. The credit hour policy will likely be part of the review, reminder that records need to be in departments for review if needed. Reminder that for QEP can't just be a repeat of the last one; however can take previous points and expand on them. Fifth year interim report has seventeen standards to be met.
- Institutional effectiveness day discussion.
- Internal survey policy to be developed due to complaint emails being received. Expected that emails will have to be approved by IRB, then to be reviewed by TBD then survey emails will send to an appropriate audience.
- Summary of the student teaching evaluations for CHBS we exceeded the university averages on everything. The two lower areas were: Many students reported not spending more than a couple of hours studying. Also reported not feeling challenged enough. Encourage conversations with faculty, what can be done to infuse more writing intensive aspects.
- The projection for student enrollment for 2015-16 is 9800, which is where we are right now.
- Dean Hawkins has been getting complaints:
  - Assignment of offices in the new building. Encourage being transparent about the process within each department/school.
  - Policies related to the need for each department/school to have a written policy regarding how to compensate faculty for independent and/or directed study, internship, scholarship and assessment. Each program/school needs to have/write their own policy. Assessment person typically gets reassigned time. Dr. Roger Hepburn and Dr. Owen agreed to send out their departments policies on the above as samples.

Dean Hawkins introduced guest speaker Dr. Chris Anson, NC State, Professor and runs the speaking and writing program.

- Has been speaking with CORE, UNIV100, Dr. Mekolichick and Dr. Minner, will be meeting with the GTA and GTF's later.
- Strategies for Increasing Attention to Communication Across the Curriculum
  - Consider model to be implemented
  - Faculty development
  - Reinforce the importance and create a reward system
  - Create resources
- Dr. Anson will be coming back to campus in August, close to the start of the Fall 2015 semester, exact date yet to be determined. Dean Hawkins encourages talking with all CHBS faculty about who would like to attend workshops that will take place at that time.

Meeting adjourned at 4:00pm