

CHBS Leadership Team Meeting  
Monday, December 8, 2014  
RU 117

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

Call to order at 3:05pm

Minutes from 11/19/14 were approved as written.

I. Reports/Reminders

A. Associate Dean

- Drafts of the large classroom grids have been sent out please review.
- Deans Scholars selection process will begin after winter break. Deborah will email eligible student list. The awards ceremony will take place Saturday, April 11<sup>th</sup> 2015 from 2pm-4pm.
- Highlander Day dates are to be announced.
- Noel-Levitz retention meeting was today (12/8/14); included a focused discussion on academic advising including discussion on assessment, resources, expectations, loads and management, recognition/awards.

B. Assistant to the Dean

- Friday January 30<sup>th</sup> 2015 will be the collaborative Community College “Transfer Connect.” Faculty from each department/school are needed from 9am-12pm to meet with the visiting counselors and faculty members.

C. Administrative Assistant

- All department/school Admin Assistants will be attending annual Spring meeting with Dean Hawkins on Thursday, January 8<sup>th</sup> 2015.
- Updated faculty salary list provided to all chairs/directors.
- Wage employees will be moving to electronic time cards in January 2015. Cindy Eller is currently providing training. Please be aware that a Banner Access request form (available on the IT Forms website) may need to be completed for all supervisors.

II. Dean’s Report

A. Budget Savings Plan

- No updates or new information at this time.

B. New Initiatives

- No updates or new information at this time.

C. Other

- Radford childhood development center is moving forward, a provider has been awarded and location has been determined.
- FORL has been approved to offer a Licensure program in Spanish beginning in Fall 2015.

### III. Old business

#### A. CHBS research grant funding for research support and research-related travel in summer 2015

- Informal notifications have been emailed to all award recipients.
- The next step will involve formal award agreements, including reasonable deliverables, to be distributed for signature.

### IV. New business

#### A. Final exam administration:

- Complaints have been received by the Provost that faculty are not conducting a final summary task during the official Exam Week. It is essential to keep in mind: “Faculty members are expected to give an examination or a similar summary evaluation of the students’ work in each class during the scheduled exam period. No faculty member may change the time of a scheduled final examination without the permission of the College Dean. Students must take the examinations with their class at the regularly scheduled time unless prior permission for alternative arrangements is obtained from the instructor.” (see *RU T&R Faculty Handbook*, Section 2.9. Final Examinations)

#### B. Clerical support in CHBS

- Announced the administrative assistant from Political Science and Sociology will move to History on 1/10/15. The full-time salary is currently with Political Science and will stay with that department. It is planned to get a 19/hour per week office support person for Sociology for the remainder of FY15.
- Subcommittee tasked to create a three year phased in plan to get the CHBS departments/schools the administrative support needed. Subcommittee members include Dr. Hilary Lips, Dr. Joe Jones, and Dr. Carter Turner, with Stacey Griffin to provide resource support.

#### C. Edthena

- Would like to invite Kenna Colley to a future leadership team meeting to share information and potential uses of Edthena is a secure website where people can record themselves online with an iPad or laptop and the course instructor can go in, review the video and give feedback. Could be useful in regard to GTF’s with possible other applications.

#### D. RU Futures

- Presentation was made to the board related to the opportunities and challenges. Dr. Kennan is to facilitate the answering of the following questions:
  - i. The cost for credit hour for instructional delivery?
  - ii. Job availability?
  - iii. Average salaries?
- Dr. Dunleavy is to assist with compiling College, Department/School Strategic directives, goals, initiatives and objectives in relation to 7/17 Strategic Plan.

Adjourned at 4:35pm