

CHBS Leadership Team Meeting Minutes
Wednesday, October 29, 2014
2:00-4:00 p.m.
RU 117

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

Call to order 2:00pm

Guest speaker: Dr. Ebenezer Kolajo, Assistant Vice Provost for Academic Assessment

- Discussion on CLA administration in Spring 2015 for graduating seniors.
- 174 new freshman students completed the CLA.
- Students who participate in the test may receive a proficiency badge that is now being recognized by some employers and graduate schools.
- Students are tested on: analytical reasoning and evaluation, writing effectiveness, writing mechanics, problem solving, critical reading and evaluation, critique an argument.

Minutes from 10/15/14 approved as written.

Reports/Reminders

- A. Associate Dean:
 - a. Reminder large classroom requests for Fall 2015 to Dr. Burke, suggest submitting with Fall 2015 schedules to the Dean. The Fall 2015 schedule grids are due on 11/7/14.
- B. Assistant to the Dean
 - a. Zombie after Bark is tomorrow, Thursday 10/30/14 from 8pm-12am at the Bonnie.
- C. Administrative Assistant
 - a. Reminder to sign up for the training related to the academic budget training to be held by Connie Phillips and Kim Sifford in November.

Dean's Report

- A. Budget
 - a. RU Academic Affairs budget savings plan includes a 5% savings for FY15 and an additional 2% savings in FY16 for a total of 7% savings. Of the \$2.6M set aside for FY 2015, the Commonwealth has already taken \$1.15M. The balance cannot be spent until approved by Richmond; it is unclear when funds currently being "held" will be released.
- B. New Initiatives
 - a. New initiatives were initially discussed during AALT, discussion will continue next meeting.
- C. Other

- a. HR has conducted a review of salaries for Classified and AP positions; letters have been sent to those employees who will receive a salary adjustment.
- b. Praxis scores will be posted to the dashboard earlier than expected due to SACS pushing up the date.
- c. There will be a Department Chair conference in Jacksonville, FL. The University will support four attendees, two of which have already been identified. The other two names will be determined with the help of the Chairs Council. They are currently collecting names of those interested in attending. Names will be drawn at the meeting to be held Wednesday, November 5th.
- d. A 3-minute thesis competition will be held on 11/12/14 in Heth 022, 3pm-5pm. There are 14 students competing, including representatives from COMS, ENGL and CRJU. The winner will go to the regional conference in New Orleans.
- e. The Genocide Project will be on campus November 12th – 14th in the plaza behind the Bonnie.
- f. New student recreation center will open December 1st 2014. Dr. Shanley, VP Student Affairs, has indicated that by summer 2015, it is likely proposals will be accepted for management of memberships for faculty and staff.
- g. “State of Student Body” with SGA President Colby Bender and President Kyle to take place on November 4th starting at 6pm in Bondurant Auditorium.
- h. RU Futures group is moving forward with a retreat Friday 10/31/14 and Saturday 11/1/14. The retreat will be facilitated by Dr. Tay Keong Tan.

Action Item

Deans were asked by the Provost to ask their Leadership Teams what they think the “Pathways to Excellence” should be. Discussion identified three points:

- a. “Pathways to Excellence” should include:
 1. Fully funding instructional resources in existing programs to BBA-M levels.
 2. Fully funding retention initiatives described in the Retention Strategic Plan authored by Steve Lerch.
 3. Fully funding instructional resources to support achievement of Core Curriculum (i.e., CORE 101, 102, 103, 201, 203, all equivalents) learning outcomes.
- b. The motion passed unanimously.

New business

A. CHBS research grant funding for research support and research-related travel in summer 2015: We have to ensure research awards are spent by the end of this fiscal year, since purchases, travel and stipends that accrue after June 5th 2015 (estimated date) could cross over to the next financial year.

Adjourned at 3:55pm