

Abbreviated Minutes of the Wednesday, April 3, 2013 CHBS Leadership Team Meeting

Attendance: Kate Hawkins, Tod Burke, Jeanne Mekolichick, I-Ping Fu, Jim Conrad, Joe Jones, Jeff Aspelmeier, Mary Atwell, Sharon Roger Hepburn, Rosemary Guruswamy, Margaret Hrezo, Lynn Zoch, and Rhonda McCroskey.

Meeting was called to order at 2:57pm. (This meeting was held immediately following a mandatory travel training with Stephanie Jennelle.)

Minutes from the 3/20/13 were approved and accepted as written.

Miscellaneous:

- Adjuncts who taught 4 classes in the fall and are teaching 3 classes in the spring need to be hired over the summer as Quest “specialists.” We have approximately 12 positions. Please send names to Dean Hawkins.
- Administrative assistants registering accelerated undergraduate students for graduate classes was briefly discussed.
- The graduate college encourages programs to award their assistantships as early in the recruiting cycle as possible.
- New TV’s/monitors are being installed around campus to increase digital signage. Do we want to have control of the ones in our buildings? I-Ping Fu volunteered to manage the signs in Cook Hall. Dr. Burke will be the point of contact for information to be posted on behalf of CHBS, but will not directly manage any of the signs.
- By noon on Friday, 4/5/13, please forward to Dr. Hawkins (cc: RM) your list of classes that were taught by adjuncts for AY13 (fall 2012, spring 2013) including the amount they were paid (do not include FICA) and an explanation/justification (backfill for FPD, sick leave, overload, etc.).
- Dr. Zoch is working with University Advancement on their annual letter. Please email information about college “happenings” to Kate to compile and forward to Advancement so they can include that information in their letter.
- Dr. Aspelmeier advised that the PSYC Department suggests the college give awards such as Outstanding GTF and a creative work award for Master’s, Ed S, and Ph.D. students since the Graduate College is no longer doing this. Discussion ensued.
- 4/22/13 is the deadline to have names for any CHBS awards for graduate students to the following: Dean Grady, Dr. Hawkins, and Dr. Burke. Please include the name of the program, the name of the award, and the name of the student when forwarding the information.
- At yesterday’s Round Table for Full Professors, the Provost did not directly address the subject of increased expectations for faculty scholarly activity. Discussion ensued.
- There will be a meeting on 4/8/13 between President Kyle, Provost Minner, and Richard Alvarez to discuss new initiatives.
- We will need to meet on 5/6/13 from 2:30 – 5pm. Part of that time will be devoted to discussing how we communicate expectations to faculty members, especially untenured faculty members.

Good of the order:

- Dr. Burke reminded everyone of the Dean’s Scholars Reception on 4/6/13 from 2 – 4pm in the Bonnie combo room (249/250) and about the large classroom grid recently distributed.

Meeting adjourned at 4:19pm.

Respectfully submitted,

Rhonda McCroskey