

Leadership Team Meeting
Wednesday, January 30, 2019
CHBS 3030

Attendees: Matt Smith, Rosemary Guruswamy, Robert Williams, Sharon Roger Hepburn, Kim Gainer, Bill Kennan, Jeff Aspelmeier, Matthew Turner, Gloria Tuckwiller, Tanya Corbin, Paul Thomas and Kerie Benson. Stacey Griffin served as recorder for the group.

Absent: Stephen Owen and Beth Lyman

Call to order 2pm

Guest: Jamie Hillman – Bookstore representative

Minutes from 1/16/19 change from CORE150 to UNIV150 approved as amended.

Updates:

- Interim Dean Smith
 - Search checklist has been submitted to HR Director John Sanders.
 - Possible CHBS Graduation day event yet to be determined.
 - All faculty especially adjuncts to use @radford.edu on syllabus.
 - Encourage faculty to dissuade students from the use of the bookstore.
 - Concerns related to the inability to schedule for the first two weeks of classes.
- Associate Dean Gainer
 - CHBS Ambassadors selection list distributed to Departments for review. Return selections to Dr. Gainer by Friday, March 8th.
 - Deans Scholars student eligibility list anticipated after February 5th.
- Stacey Griffin, Executive Assistant
 - Budget:
 - 90 days until the FY19 close out - June 6th is the hard deadline for FY19 closeout.
 - Departments to work on Spending Plans – closeout. Submit to Deans Office Wednesday, March 25th 2019.
 - FY20 Base Budget Development open for adjustments until Feb 28th. If making changes must include reasoning in the appropriate text boxes.
 - SIAASGN:
 - Reminder that Departments need to check and confirm each faculty Non-Instructional assignment by February 14th 2019.
 - Graduate Teaching has been added and will be recorded, admins will need to code these classes (GT). FYI in order to get the GTs in the Instructor table needs to be added by Academic Budgets.
 - Adjuncts
 - All new contracts will be a three year appointment from August 10th – August 9th. Goal is to eliminate any January and May contract dates.
 - Reminder to send copies of PR4s to Academic Budgets in order to update Instructor Table in INB.
- Kerie Benson
 - Dean's list names are up on the electronic slides.
 - Reminder to report all large building problems as discovered.

- Creating a fix-it list for minor repairs.
- Gloria Tuckwiller
 - Advising conference Feb 14th.
 - Graduation applications for Spring 2019 have until the Feb 5th.
 - Those applying for Fall 2019 Graduation can't start until Feb 6th.
 - March 1st to get paper graduation applications to Advising.
 - Students on Academic probation list have been sent to all chairs.

Old Business

- CHBS Advisory Board to meet on Friday, Feb 22nd and invited to stay for the Volunteer Summit on following Saturday.

New Business

- Discussion of the Real Gen Ed Model and Writing in the Proposed Gen Ed.

Adjourned 4pm