

# RADFORD UNIVERSITY

## College of Humanities and Behavioral Sciences

April 3, 2019

2:00 p.m. in CHBS 3030

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

Absent: Bill Kennan

Call to Order at 2pm

Minutes from 3/6/19 approved as written.

- Reports
  - Associate Dean - Dr. Kim Gainer
    - Academic fair being well covered by CHBS Ambassadors.
    - Encourage all Academic Integrity situations to meet with Dr. Gainer.
  - Executive Secretary - Ms. Stacey Griffin
    - Budget spend down priority at this point; internal College budget sweep to take place Monday, April 22<sup>nd</sup>. Encumber all funds possible ASAP.
    - Meeting with the Admin Assistants tomorrow – Thursday 4/4/19.
  - Assistant to the Dean - Ms. Kerie Benson
    - Reminder Dean Scholar event Friday 4/19/19 from 3-5pm and will take place in 1016.
    - Graduate awards ceremonies names to Kerie ASAP.
    - Reminder that IT security training was due at April 1<sup>st</sup> – after Friday April 5<sup>th</sup> email and access to D2L will be suspended.
  - Director of Advising - Ms. Gloria Tuckwiller
    - Registration for Fall 2019 has started.
    - One faculty marshal from each department/school and a gonfalon carrier.
    - Volunteers for the line-up and reception.

- Highlander days April 13<sup>th</sup> and 27<sup>th</sup>.
- Quest dates June 17<sup>th</sup> and 20<sup>th</sup>; July 11<sup>th</sup> and 19<sup>th</sup>.
- Old Business
  - Adjunct teaching policy anticipated.
  - General education discussion.

Adjourned at 3:40pm

Nota Bene

Highlander Day on Saturday, April 13

CHBS Leadership Team Meeting Wednesday, April 17 @ 2:00 p.m.

Dean's Scholars Reception on Friday, April 19 @ 3:00 p.m.