

CHBS Leadership Team Meeting
Wednesday, October 19th 2016

Attendees: Kate Hawkins, Paul Thomas, Paul Witkowsky, Carter Turner, Matt Smith, Steve Owen, Kim Gainer, Jeff Aspelmeier, Beth Lyman, Rosemary Guruswamy and Paige Tan. Stacey Griffin served as recorder for the group.

Absent: Sharon Roger Hepburn

Called to order: 2pm

Deans Report:

- Thank you to all for a successful Homecoming weekend.
- AALT meeting confirmed that monies can be moved from the Adjunct budget to the Intersession budget – or vice versa to maintain course offerings.
- Discussed Intersession (Wintermester, Maymester, Summer I and Summer III) offerings and Adjunct needs Spring 2017.
 - Review Course enrollments for Wintermester and by next if not at 25% enrollment Friday 28th and make any cuts.
 - Final cuts for Wintermester by November 18th.
 - Review Spring Adjunct expenditures in conjunction with Summer offerings.
 - Meeting on November 30th will be used to revisit Intersession budgets.
- One-time requests to Provost Office by next week. Ranking will be coordinated by Kate via email.
- Summer School 2017 Policy to be reviewed for posting, voting will take place next week.
- Use of the CHBS Building for people outside of the College.
Recommendation: Not allow reservations for anything in the building that do not have an academic focus and must also be faculty lead.
 - LTM members agreed.
- Mid-term grades are required for certain student populations, this is outlined in the University Catalog.
- Starfish use of the flag notification concerns were discussed.
- Discussion of possible reassign time policy creation in order to focus on student retention efforts.

Adjourned at 4:05pm