

# RADFORD UNIVERSITY

## College of Humanities and Behavioral Sciences

August 28, 2019

2:00 p.m. in CHBS 3030

Attendees: Matt Smith, Beth Lyman, Sharon Roger Hepburn, Kim Gainer, Tanya Corbin, Robert Williams, Matthew Turner, Lisa Baker Webster, Jeff Aspelmeier, Steve Tibbetts, Dan Woods, and Kerie Benson. Stacey Griffin served as recorder for the group.

Absent: Paul Thomas.

Call to Order 2pm.

Special Guests: University Relations

Minutes from May 1<sup>st</sup> 2019 approved as written.

Minutes from May 6<sup>th</sup> 2019 approved as amended from Postmortem.

Reports:

- Interim Dean - Dr. Matthew J. Smith
  - New tuition waiver policy – cannot take seats from paying student(s).
  - Graduate College has a new form in order to process student travel requests – to be uploaded to their website.
  - First Year Success Team (FYST) collecting retention efforts – inventory is coming depts. Way.
  - ETF requests have been submitted.
  - Accreditation invoice costs.
  - Dalton Immanent Scholars program – application deadline October 1<sup>st</sup>.
  - Library needs to cut \$300K – request to be coming to assist with review of the subscription collection. Includes online and physical journals. Due date September 20<sup>th</sup>.
  - Faculty position discussion to operate as last year.
  - Programs to be reviewed by Schev for viability format for report will be provided.
- Associate Dean - Dr. Kim Gainer
  - Ambassador training scheduled.

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- Executive Secretary - Ms. Stacey Griffin
  - Extra Employment Statements due to Deans Office by 9/18/19.
  - Faculty Annual Reports to include two (2) complete copies to be submitted to the Deans Office by – 9/16/19.
  - Anticipate first Admin Meeting to take place Thursday – 9/12/19.
- Assistant to the Dean - Ms. Kerie Benson
  - Thank you for the reports related to the reports.
- Director of Advising - Ms. Gloria Tuckwiller
  - Graduation application for Dec are still available on line until September 9<sup>th</sup>. The Spring graduation application will open September 10<sup>th</sup> – close October 1<sup>st</sup>.
  - Getting Mongoose for texting – students see from the CHBS Advising Center.
  - If there are updates on the Starfish flags let Gloria know.
  - Fall open house events to take place: 9/21, 10/26, 11/16.
  - Table stands to be reviewed by the department and can be updated through printing.

#### Old Business

- Monitoring Faculty Overloads
  - FT faculty loads to be kept at a fulltime load. Review any additional teaching outside of the home department.
- Title IX Training
  - College training for all departments/school encouraged.

#### New Business

- Dean's Scholars Criteria—to include a clause on character
  - Put into writing – include a clause of character. By end of Fall 2019.
- Ad hoc committee on Student Instructional Supplement Teams (ASIST)
  - SR level students assist with FR level – in attempt. Tutoring model.
- Starfish check your personal information as faculty cell phone numbers have been identified as available to students.
- Director for HR search in process.

Adjourned at 4pm

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CHBS Leadership Team Meeting Wednesday, September 11 @ 2:00 p.m.

Constitution Week, September 16-19

Highlander Discovery Institute, September 19 @ 7:00 p.m.

Retreat Punchlist:

Dealing with REAL (20)

The registrar and classroom space (7) / schedule the building (5)

New faculty positions (10)

Resources (7)

Retention (3) / Quality of students (3)

Support programs under SCHEV scrutiny (5)

Strengthening identity (4)