

# RADFORD UNIVERSITY

## College of Humanities and Behavioral Sciences

October 9, 2019

2:00 p.m. in CHBS 3030

Attendees: Matt Smith, Isaac Van Patten, Kim Gainer, Robert Williams, Sharon Roger Hepburn, Tanya Corbin, Paul Thomas, Ellen Taylor, Gloria Tuckwiller, Lisa Baker Webster, Matthew Turner, Sarah Hastings, Dan Woods, Jeff Aspelmeier, Allison Wisecup (for Beth Lyman) and Kerie Benson. Stacey Griffin served as recorder for this group.

Absent: Beth Lyman

Call to Order at 2pm.

Minutes from September 25 2019 - approved as written.

### Reports

- Interim Dean Dr. Matthew J. Smith
  - Faculty women of color conference cosponsored with VT. Accepting nominations.
  - REAL update – BA/BS question headed to faculty senate.
  - Creation of REAL council to be tasked with curriculum review has been approved by the Internal Governance Committee.
  - Transfer Virginia agreement process so far invitation to meet on 10/23/19.
  - CORE201 still looking for instructors for Spring 2020.
- Associate Dean Dr. Kim Gainer
  - CHBS Ambassadors appreciated for coverage at the majors/minors fair.
  - Ambassadors coverage for Alumni Village and open house in works.
- Executive Secretary Ms. Stacey Griffin
  - Non-Instructional coding for Spring 2020 required for all fulltime faculty to ensure a 4/4 load.

- Research funds have been received.
  - All recipients have been emailed and are to complete the required cover page due today, Wednesday, October 9, 2019.
  - Working with the two departments that have covered faculty travel and need transfers to correct their budget.
- Reminder: Reappointment of tenure track and special purpose faculty in their second year of service due to Deans office by Wednesday 10/16/19.
- Assistant to the Dean                      Ms. Kerie Benson
  - Homecoming 25/26
    - Request for nicer items/swag for the Alumni Board on Friday.
    - Request for general swag to be included on the prize wheel for the Alumni Village.
    - Friday 25<sup>th</sup> at 5pm-7pm Alumni reception.
  - Reminder – available to take photos of any interesting events for posting to the College Facebook.
- Director of Advising                      Ms. Gloria Tuckwiller
  - Registration starts November 4<sup>th</sup>. Email will be sent on Monday from Advising.
  - Who is attending the Open House on the 26<sup>th</sup> 1pm-3pm.
  - Diversity programs encouraging faculty attendance and participation.
- Career Coach                                  Ms. Ellen Taylor
  - End of semester will be able to provide summary of student engagement with Career Services. Can be by college and/or department.
  - Jumpstart conference on November 2<sup>nd</sup> for students aids in – professional development, job search from employers perspective, .

#### Old Business

- Title IX Training
  - Two departments have scheduled training during Fall semester.
- Dean's Scholars Criteria—to include a clause on character (due December)
  - Four departments have submitted to date.

#### New Business

- Christopherson Business Travel—Dr. Corbin
  - Collecting case studies for file inclusion.
- Revisiting the Adjunct Policy
  - Adjunct policy to take effect Spring 2020.
- Signage—Dr. Roger Hepburn
  - Problem identified with Department names only being on the door.
  - Collecting concerns.
- Third Floor Custodial Services—Dr. Lyman
  - Concerned with bathroom cleanliness.
- REAL Bridge Curriculum—Ms. Tuckwiller
  - Discussion.

🚩 For the Good of the Order

- Deans conference room is now Zoom capable.
- 6-8pm tomorrow Hispanic heritage month event.

Adjourned at 4pm

Nota Bene

CHBS Leadership Team Meeting, Wednesday, October 23 @ 2:00 p.m.

CHBS Alumni Awards, Friday, October 25 @ 5:00 p.m.

Donuts with the Dean, Thursday, October 31 @ 8-10 a.m.