

# RADFORD UNIVERSITY

## College of Humanities and Behavioral Sciences

February 3, 2021

2:00 p.m. via Zoom

Attendees: Matt Smith, Dan Woods, Sharon Roger Hepburn, Beth Lyman, Eric Williams, Jeff Aspelmeier, Kim Gainer, Steve Owen, Sarah Hastings, Robert Williams, Matthew Turner, Lisa Baker Webster, Gloria Tuckwiller, Paul Thomas, Ellen Taylor and Kerie Benson. Stacey Griffin served as recorder for the group.

Call to Order at 2pm

Minutes from 1/27/21 approved as written.

### Reports

#### Dean - Dr. Matthew J. Smith

- Alumni Advisory Board award nomination reminder.
- FYI - Assoc Provost Health Science has resigned.
- Update from SCHEV – no longer need permission or review to move a program online.
- Review continues of ALEX – math placement testing.
- Proctor testing center announcement to come.
- Editing of narrative of programs template to come – return due to Melissa Neal 3/8/21.
- Retention numbers being finalized for Fall 2020 to Spring 2021.
- Fall 2021 schedules to be reviewed to include COVID19 social distancing guidelines.
  - Anticipated Fall 2021 schedule to be live March 1<sup>st</sup>.

#### Executive Secretary - Ms. Stacey Griffin

- Reminder - instructional data update to be completed by Wednesday 2/17/2021.
- Requesting that any anticipated unspent department funds be identified by Wednesday 2/24/2021. (FYI – Admins will be instructed to move these funds into the department 7230 line)

#### Assistant to the Dean - Ms. Kerie Benson

- Card swipe meeting details discussed.

Director of Advising - Ms. Gloria Tuckwiller

- Deans Scholar report parameters discussed.
- Dec 2021 grad apps are open now. Late Spring/Summer work directly with Gloria.
- Registration date for Fall 2021 April 5<sup>th</sup>.

Career Coach - Ms. Ellen Taylor

- Career Center Director position open.
- Career week (2/22-26) reminder.

New Business

- Delayed opening announcements language confusion discussed.

Adjourned at 3:05pm.

**Nota Bene**

**CHBS Leadership Team Meeting, Wednesday, February 10 @ 2:00 p.m. (with Mallory Griffin)**

**CHBS Admissions Event, Wednesday, February 24 @ 4:00 p.m.**