

RADFORD UNIVERSITY

College of Humanities and Behavioral Sciences

February 10, 2021

2:00 p.m. via Zoom

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

Call to Order 2pm

Special guest: Mallory Griffith, Director of Recruitment Communications

Minutes from 2/3/21 approved as written.

Reports:

Dean - Dr. Matthew J. Smith

- Chair/Director Evaluations due Monday 2/15/21.
- BOV on campus 2/11-2/12/21.
- Reminder to forward Summer/Fall events due for consideration.
- Sacs re-accreditation Spring 2023.
- Encourage faculty use of Faculty Insite.
- Fall 2021 schedule adjustments discussed.

Associate Dean - Dr. Kim Gainer

- Seeking candidate for QEP committee rep nominations open until Friday.
- Applications for student scholarships closed Friday 2/5/21. Currently in review process.

Executive Secretary - Ms. Stacey Griffin

- Dates to remember:
 - 2/17/21 to complete non-instructional data update.
 - 2/24/21 to notify Deans Office of any anticipated unspent funds.

Assistant to the Dean - Ms. Kerie Benson

- Card swipes moving forward.

Director of Advising - Ms. Gloria Tuckwiller

- Deans Scholar name list sent for Dept review.
 - Finalist names due 3/19/21.

Career Coach - Ms. Ellen Taylor

- Detailed Career Week schedule review.

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- Discussion topics:
 - Change of Major concerns.
 - QEP proposal submission.
 - Strategic investment proposal submission.

Adjourned at 3:06pm

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Chairs'/Director's Evaluations Due to the Dean, Monday, February 15

CHBS Leadership Team Meeting, Wednesday, February 17 @ 2:00 p.m. (with Mallory Griffin)

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