

CHBS Leadership Team
August 23, 2017
CHBS 3030

Members present: Jeff Aspelmeier, Mary Ferrari, Kim Gainer, Rosemary Guruswamy, Kate Hawkins, Deborah Kitts, Beth Lyman, Steve Owen, Sharon Rogers-Hepburn, Paul Thomas, Matt Turner, Robert Williams

Members absent: Kerie Benson, Stacey Griffin, Matt Smith

- I. The meeting was called to order at 2:04 p.m.
- II. Members introduced themselves. New members or members with changed status were Mary Ferrari, interim chair of Political Science; Kim Gainer, Associate Dean; Matt Turner, interim chair of Foreign Languages; Paul Thomas, chair of Philosophy, and Robert Williams, director of IDSL.
- III. The minutes of the May 1, 2017, meeting were approved and will be posted to the college's web site.
- IV. Dean's report
 1. Fliers announcing the Presidential Open Forums are available, and Dr. Hawkins requests that they be distributed.
 2. The college will do what it can to make certain that staff can attend Staff Senate meetings.
 3. Minutes of all standing committees should be preserved for SACS. Robert's Rules only requires that records be kept of attendees, absent members, and action items.
 4. The Council of Chairs will be finalizing its meeting dates for the fall semester, now tentatively September 20 and November 8. The CHBS Leadership Team meeting schedule will be changed as necessary so as not to conflict with Council of Chairs.
 5. The Leadership Term re-elected Sharon Hepburn-Rogers to the Executive Council of the Council of Chairs. She announced that on August 31 the Provost would be attending the Executive council and that he asked to attend the first full council meeting. She asked that people send her any items that they want brought up.
 6. Agida Manizade has reassigned time to work with faculty interested in developing research programs and identifying and applying for support internally and externally. Dr. Manizade will attend a September 13 CHBS Leadership Team meeting that will replace the September 20 meeting.
 7. The Vice President for Advancement, Wendy Lowery, and Crystal Hubbard, Assistant Director of Annual Giving, will attend the September 6 CHBS Leadership Team meeting.
 8. Dr. Hawkins anticipates the college receiving the same amount of research funding as last year, around \$60,000.
 9. Dr. Hawkins thanked the chairs for rapidly providing adjunct projections and anticipates that the college will have an adequate adjunct budget.
 10. Dr. Hawkins asked that chairs look to their current use accounts before asking the college for funds.
 11. The former provost transferred money to allow for permanent support for an administrative assistant in Sociology.
 12. A holiday event will be held at the end of fall semester.

13. Andrea Zuschin, Interim Associate Vice President and Dean of Students, will attend the opening college meeting.
14. A CHBS Writing Center will be opening this fall. The college does not have the resources to serve the entire campus community, so for the time being the Center will serve only CORE 101:102 enrollees, both for those courses and in courses in which they are simultaneously enrolled (time permitting). CORE 101:102 students will still have the right to use LARC services.
15. CHBS will continue its Writing Enrichment efforts with or without the Title III grant for which a team has applied.

V. Associate Dean's report

1. Blanket petitions have been created allowing CORE 201:202 substitutions under COMS, ENGL, HIST, PHIL, and SOCY.
2. Nominations are being solicited for four seats on IG committees: one for Academic Program Review, two on Faculty Appeals, and one on Faculty Grievance.
3. The Faculty Senate approved two motions that have implications for courses taught in CHBS: one eliminating the staggered assessment schedule, the other calling for results from different sections of a course to be combined into one report. The Senate also recommended that all student evaluations of faculty be paperless.
4. After the list of eligible students becomes available, the college will try to act quickly to make certain that the junior CHBS Ambassadors are available for events early in the semester.
5. It may be possible to improve the process of awarding Foundation grants through taking a number of steps, including identifying scholarship committee members earlier in the year and authorizing only one person per department to enter information.
6. The chairs/school director were asked to identify the following contact people: chair of Personnel Committee; chair of Curriculum Committee; representative to College Curriculum Committee, if other than chair of Curriculum Committee; Starfish designee; and representative to College Assessment Committee.

VI. Discussion and announcements:

1. Faculty are still uncertain when to utilize Starfish. They are also unsure about what is involved in 'closing flags' and who is responsible.
2. A room for Quiet Study will be available on the fourth floor near the CHBS Writing Center.
3. ETF requests for items to be purchased during 2018-2019 should be sent to Stacey Griffin.
4. Problems were reported with the processing of adjuncts: the process needs to be streamlined, one person needs to be in charge of the process, and chairs need to be kept informed of where things are in the process. Dr. Rogers-Hepburn reported that the new director of Human Resources will attend a meeting of the Council of Chairs.

VII. The meeting was adjourned at 4:00 p.m.