

CHBS Leadership Team Meeting
Wednesday, November 29, 2017
Dean's Conference Room, CHBS 3030

Attendees: Kate Hawkins, Mary Ferrari, Rosemary Guruswamy, Kim Gainer, Sharon Roger Hepburn, Deborah Kitts, Robert Williams, Matthew Turner, Matt Smith, Steve Owen, Paul Thomas, Beth Lyman, Janessa Steele for Jeff Aspelmeier, and Kerie Benson. Stacey Griffin served as recorder for the group.

Call to order at 2:00pm

Minutes from 10/25/17 approved as written.

Reports

- Dean Kate Hawkins
 - Associate Director for Office of Undergraduate Research & Scholarship, anticipated to start January 2018.
 - CORE200 level course equivalents that were approved for 2017-18 will be continued for 2018-19.
 - SCHEV format needs to be followed from the beginning of the process when proposing new programs. See George Santopietro for details.
 - First destination survey through Handshake to take place.
 - FYI - letters regarding Graduate Faculty status have stopped being sent to Dean's Office. Kate will request that we receive them again.
 - New Initiatives: Interim Provost Colley has been working with Office of Finance and Administration to determine priorities. Any new initiatives must have clear connection to Strategic Plan and enrollment growth.
 - AALT retreat January 10th 2018.
 - ETF funding decision have not been determined at this time.
 - John Brooks is the interim Title IX Officer.
 - FOIs to include estimate "Allowance within reason." Suggest calculating 10% of the total and then round up to be "within reason."
 - Additional funding to support enabling course materials to be accessible is being reviewed. Any request related to this are to be funneled through Dean Hawkins.
- Associate Dean Kim Gainer
 - Need one name per Department/School to have access to the Scholarship database by 12/8/17.
- Administrative Assistant Stacey Griffin
 - Admin Assistant Meeting will be Monday, December 18, 2017.
 - Close out budget discussion to start as April 1st is the most current date from Academic Budgets when they want any "excess" money to be returned.
 - Reminder that the College Research Funds have the same budget deadlines as Department/School E&G budgets.
- Assistant to the Dean Kerie Benson

- Ambassador's blazers have been received.
- PP25 to return to Department/School Department jurisdictions for their assigned spaces.

New Business

- Wintermester enrollments
 - CHBS has addressed any courses with lower enrollments.
- Spring 2018 adjunct appointments
 - Review upcoming adjunct appointment for Spring 2018.
- Projecting fiscal-year-end budgets
 - Spreadsheet will be provided by the Dean's Office to all Departments/School.
- Recruiting for Governor's School residential counselors
 - Email will be forwarded from Dean Hawkins.
- Count for Winter Commencement attendance is being requested; let Dean Hawkins know by Friday, December 1st
- BOV Bulletin items to be forwarded Dean Hawkins.

Good of the order

- Holiday bash – Thursday, December 14th 5-7pm at Sharkey's On-Top.

Adjourned at 3:34pm