

**College of Natural & Health Sciences**  
**Leadership Meeting**  
**Discussion Items**  
**January 7, 2010**

**Discussion Items**

1. The Team revised the timeline for the Academic Restructuring stage one. The proposal will be forwarded to the Academic Restructuring Working Group for feedback and then on to the college once finalized.
2. NHS administrative reassigned time spreadsheets are due to Dean Battles as soon as possible.
3. The distribution of OES “make-up funds” was discussed.
4. Schools are encouraged to monitor course enrollments and engage in active enrollment management.
5. Many faculty searches are approaching the interview process. Directors and search chairs are reminded to include a 45-minute meeting between each candidate and Dean Battles or Associate Dean Marshall. Please move quickly on searches to ensure completion.
6. Directors were asked to keep track of their search expenses in order to receive reimbursement from the Provost’s Office.
7. IT is looking at modifying the computer refresh program.
8. The Dean’s Office will be scheduling meetings between the Program Review Team, School Director, Dean Battles and Dr. Bentz to discuss program feedback and goals for comprehensive reviews. This group will meet with the Provost later in the semester to finalize goals.
9. Dean Battles is almost finished with her reports on the Annual Program Reviews.
10. Faculty comprehensive reviews are due to the Dean’s Office on February 1. Faculty annual reviews are due March 1.
11. Tenure-track reappointment recommendations for faculty in year one for reappointment to year two are due to the Dean’s Office by January 8.
12. The NHS Spring college-wide Meeting is Thursday, January 28 from 3-5PM in the Columbine Suites. The meeting will include college updates and award recognition.
13. The Academic Scholar Awards Ceremony is Sunday, March 28. Student nominations are due to Dr. Bentz by January 29.
14. The Student Research Celebration is Thursday, April 8. Poster presenters and speaker nominees are due to Sandy Pope by February 5.
15. Dean Battles and Nick Lobejko have been following up with members from the College’s Advisory Board.

**Deadlines and Important Dates:**

- Dec. 1: Graduate Student Awards Reports due to Graduate School  
Dec. 11: Mid-Year progress reports for Classified Staff due to HR  
Dec. 16: submit peer/aspirational program list to dean’s office  
Jan. 8: reappointment recommendations due in dean’s office for TT faculty in first year of employment  
Jan. 8: Interim session ends  
Jan. 11: First day of spring semester classes  
Jan. 13: Interim session grades due by 5PM  
Jan. 15: Dean submits written annual program review feedback electronically to School Director

Jan. 18: UNC holiday (MLK Day)

Jan. 19-22: Mtgs w/ Dean, Special Asst to Dean, School Director, PRT Chair, Program Area re comp pgm reviews

Jan. 28, 3:00 – 5:00: NHS College-wide meeting (UC Columbine Suites)

Jan. 29: School Director and Dean meet by this date to discuss annual program review progress report

Jan. 29: Nominations for student awardees for Academic Scholar Awards due to Dean's Office

Jan. 29: Emeritus faculty nominations due to Dean

Feb. 1: Comprehensive review materials (with the exception of pre-tenure) due in dean's office

Feb. 5: Nominations for poster presenters and speakers for Student Research Celebration due to Dean's Office