

**College of Natural & Health Sciences
Leadership Meeting
Discussion Items
February 18, 2010**

Discussion Items

1. Mindy Marshall is the new director of Admissions.
2. Lee Ann Sappington in OBIA has designed a new course planning report in Insight that predicts student course demand based on recent enrollment patters and patterns.
3. Faculty members are reminded to submit grades by the deadline or it could cause problems for students.
4. Financial Aid award information will be announced in mid-March.
5. The LAC Assessment Plan was recently approved by the Liberal Arts Core.
6. There are 28 nominations for the common reading. A committee is reviewing all of the nominations.
7. The Undergraduate Council is restructuring their bylaws in order to serve as the University College Curriculum Committee.
8. There is a university committee that will examine how course evaluations are conducted across campus.
9. Michelle Quinn is the new Chief Financial Officer.
10. The College's plan for new faculty start-up was discussed.
11. Directors were asked to complete the FP Variance Template by March 1.
12. Full restructuring proposals are due to the Dean's office by February 24. The Academic Working Group will discuss the proposals on March 2. Proposals will be posted on the web.
13. NHS is moving forward with its faculty searches.
14. The Dean's Office will conduct a Faculty Evaluation Workshop this spring. Information will be sent out over email.
15. The NHS Grant Writers Workshop will be held Monday – Wednesday May 17 through 19 at Centerra.
16. The Dean's Office will be modifying and broadening the Administrative Assistant of the Year Award to become the NHS Support Staff of the Year.
17. The spring meeting of the NHS Advisory Board will be Friday, April 9.
18. Honored alumni nominations are due April 1.
19. Dean Battles continues to work on comprehensive reviews. Annual reviews are due to the Dean's Office March 1.
20. The draft Academic Advising instrument will be shared with faculty and students for feedback.
21. Reappointment recommendations for tenure-track faculty in years 2-6 are due to the Dean's Office by March 15.
22. The Dean's Fundraising Challenge continues through end of March.
23. Debbie will be out on leave beginning tomorrow for several weeks. Correspondence that would normally go to Debbie should be sent to Denise, Sandy and Doug.

Announcements and important dates

Feb. 20, 8:00-5:00PM: NHS Scrapbooking Social Fundraiser (Panorama Room)

Feb. 24: One Day, One Place event

Feb. 28: Comprehensive Program Review - Final materials due to Dean and Provost (via Kim Black)

Mar. 1: Annual evaluations, Pre-tenure reviews, and Term faculty reappointment notifications due to Dean

Mar. 2: M. Lucille Harrison Award nominations due to Provost

Mar. 10: Overall evaluations for Classified Staff due to Dean's Office

Mar. 12: deadline for RSVPs for Academic Scholar Awards Ceremony

Mar. 15: Reappointment recommendations due for TT faculty in years 2 - 6

Mar. 15: Academic Excellence Awards Nomination deadline (Academic Affairs)