

**College of Natural & Health Sciences**  
**Leadership Meeting**  
**Discussion Items**  
**May 6, 2010**

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1. The following NHS graduate students received Dean's Citation of Excellence Awards: Rachel Flint and Emily Wakefield (ASLS), Emily Snode (BIO), and Joe Champion (MATH).
2. OSP is developing a new program for PREFs called OSP Express.
3. The Board of Trustees approved the recommended tuition and fee changes for FY11.
4. The Quality of Life fee was passed by the students.
5. The Facility Utilization Plan and Procedures document was approved. The document can be viewed at <http://www.unco.edu/spaceutilization/pdf/FacilityUtilizationPlanProcedures.pdf>.
6. Campus efforts are underway to create a homegrown comprehensive faculty database. The information stored in the database will be used for college annual reports as well as a central database for the university.
7. Pat Book is forming a Council on Community Engagement.
8. There will be follow up with folks who attended the OSP grant-writing workshop.
9. New Faculty Orientation is scheduled for Tuesday, August 17 from 8-12PM and Wednesday, August 18 from 1-5PM with the reception to follow.
10. The revision of the Graduate School's website is underway. The new format will allow students to access information easier as well as make it easier to access academic programs.
11. Enrollment Management has initiated a program to re-engage undergraduate students who have not finished their degree.
12. Convocation is scheduled for Friday, August 20, and some changes will take place. Freshman will process in and sit with faculty and deans. The stage party will only include the President and speakers. The wearing of regalia is highly encouraged. The walk across campus will take place again. Faculty members are encouraged to attend.
13. The common reading book was announced; Persepolis. Tom Smith's office is the point of contact for book requests.
14. There is a call for participation for the Life of the Mind Advisory Board.
15. The FYE Coordinator has been hired and will be starting soon.
16. Several draft documents have been approved by Faculty Senate and disseminated to faculty for feedback.
17. The Provost distributed a memo regarding the evaluation of department chairs. It states that Deans will evaluate chairs on their administrative services, while faculty/evaluation committees will evaluate chairs on their service, teaching and scholarship.
18. Changes to the parameters for sabbatical leaves are expected to be in place next year.
19. The Provost is interested in designing a faculty manual for adjunct/part-time faculty.
20. The Office of Budget and Analysis (OBIA) had been restructured.
21. As per the Provost, the \$1,000 per faculty member for professional development/travel funds will be available again in 2010-2011.
22. Directors were asked to move forward on their FY10 equipment purchases as soon as possible.
23. NHS currently has 68 endowed scholarships in the college.
24. NHS' summer enrollments look promising. Directors were asked to continue to monitor enrollments.

25. Dean Battles will finish the faculty annual evaluations by May 14.
26. There was a high response rate on NHS' Director evaluations. The evaluative feedback will be discussed between Directors and Dean Battles in their evaluation meetings.
27. Earth Sciences and Physics has been asked to develop a new restructuring proposal for implementation by January 2011 based on being a combined unit.
28. Guidelines for external reviews will be developed and distributed. Kim Black will develop a guide to help programs plan for external review.
29. The University has a revised sabbatical leave policy that was approved mid-fall 2009. Directors were asked to work with faculty on their return in August to develop their programs'/schools' protocols for reviewing sabbatical leave applications and the final reports.
30. The Policies and Procedures Committee was unable to complete action on the draft NHS Office Assignment and NHS Committee Guidelines and Awards documents, so they are on hold until fall.
31. The college continues to develop its response to the University's mandated College Annual Report.
32. Graduate commencement is Friday at 7:00PM. Undergraduate commencement is Saturday at 10:00AM.
33. The Writer's Boot Camp is Monday, May 17 through Wednesday, May 19 at Centerra. Eleven participants are registered.
34. The fall NHS Leadership Team Retreat is scheduled for Wednesday, August 11 from 8-5PM at Centerra.
35. The Dean's Office will post a montage of school-level information in the college display case this summer and will ask clubs and organizations to post items on a rotating basis throughout the academic year.

**Deadlines and Important Dates:**

May 7, 7:00 pm - ??: Graduate commencement (Butler-Hancock)

May 8, 10:00 a.m. - ??: Undergraduate commencement (Nottingham field)

May 8, 2:00 p.m. - ??: Undergraduate commencement if inclement weather plan is imposed (Butler-Hancock)

May 14: deadline for submission of annual reviews from College to Academic Affairs

May 17-19, 8:00 am – 5:00 pm: Writers Boot Camp (UNC Centerra location)