

COBA LEADERSHIP TEAM (CLT)

Thursday, October 6, 2011

2:00-4:00pm, Glass 400B

MINUTES

Present: Dean Stephanie Bryant, Sandy Culver, Dick Laird, Kate Mendenhall, Drs. Dave Meinert, Elizabeth Rozell, Dick Williams, Jerry Chin, Kent Ragan, Barry Wisdom, Ron Coulter, Shawn Strong

1. Announcements *Stephanie Bryant*
 - a. Policies Page on COBA website
 - i. Any college policies to be posted here
 - b. Pictorial Directory
 - i. Internal posting only
 - c. Outlook Calendar *Rowena Stone*
 - i. Include class schedule and office hours
 - ii. Easier to find meeting times that work for everyone

2. Enrollment *Stephanie Bryant*
 - a. ALC Meeting
 - i. University wide push for enrollment
 - ii. COBA's numbers are good, as we have grown.
 - iii. Dean Bryant assigned to project to find additional enrollment for summer school
 1. Find ways to increase summer school revenue
 2. Revenue sharing is possible
 - iv. Revenue sharing models if growth is shown
 - v. Deans met with Provost to talk about enrollment
 1. Projection
 2. Each Dept. Head has been asked to make their department's enrollment projections by next week
 3. Differential tuition
 - a. Tuition vs. Course charges
 - b. Dept. Heads to provide Dean Bryant with total projections for Fall 2012 by end of next week
 - c. Raises
 - i. COBA will have to absorb the total cost in July
 - ii. Steve Parker is the Executive Budget Committee Rep for COBA
 - iii. Still waiting to hear from higher administration

3. COBA Executive Advisory Council Meeting *Stephanie Bryant*
 - a. Annotated agenda was reviewed
 - b. Building relationships with Advisory Council members
 - c. Meeting should be a conversation rather than dialogue
 - d. Need to include EAC feedback in presentation

- i. Ask questions
 - ii. Be interactive
 - e. Inner mingle with board members
 - i. Seating at dinner
 - ii. Seating at meeting
 - f. Dress
 - i. Dinner – Business Casual
 - ii. Meeting – Business Casual/MSU Attire
 - iii. Wear MSU Name Badge
 - g. Student Management Investment Fund
 - i. Targeted \$100,000 foundation funds
 - ii. Student organizations would run
 - h. Bloomberg Exam
 - i. October 28
 - ii. Free to students
 - iii. Scores are released anonymously to employers
 - iv. Employers ask for more info on students if they are interested
 - v. Students can chose to release their information to the employer

4. Committee Charges

Stephanie Bryant

- a. Spreadsheet
 - i. Committee Charges
 - ii. Chairs
 - iii. Members
- b. MBA (Shannon McMurtrey, Chair)
- c. Awards and Scholarships (Deb Oden, Chair)
 - i. Committee
 - 1. Choses recipients
 - ii. Banquet
 - 1. May 4th 2011
 - 2. Plaza Hotel Convention Center
 - 3. Logistics:
 - a. Dick Laird
 - b. Pat Lucas
 - c. Rowena Stone
- d. COBA Connect Newsletter
 - i. Monthly publication
 - ii. Tona Rowett Editor in Chief
 - iii. Sent to everyone
 - 1. Current COBA Students
 - 2. COBA administration, faculty and staff
 - 3. COBA alum
 - 4. COBA Executive Advisory Board
 - 5. COBA Emeriti (need from department heads)
 - 6. Friends of COBA (donors)
 - 7. University administration (President, Provost, Deans, etc.)

- e. Departmental Advisory Boards
 - i. Each department has been asked to form their own Advisory Board
 - ii. Get the word out about MSU
 - iii. More community involvement
 - f. Faculty Executive Committee (Bill Donoher, Chair)
 - i. Strategic Planning
 - ii. Faculty workload policy
 - iii. Faculty's Voice
 - g. Staff Council (Sheryl Ruff-Hensley, Chair)
 - i. Meet the 2nd Tuesday of every month
 - ii. Staff's Voice
 - h. College Council (Karen Brown, Chair)
 - i. Approves undergraduate curriculum proposals
 - ii. Acts as advisory to graduate curriculum proposals
 - i. COBA Budget Committee (Stephanie Bryant, Chair)
 - i. Waiting on Executive Budget Committee to call COBA meeting
 - 1. The budget, particularly as relates to
 - 2. Proposed salary increases
 - 3. May look at ways to cut summer school costs
 - 4. Faculty workload
5. Career Fair *Stephanie Bryant*
- a. One day
 - i. Dates discussed: 9/24, 9/25, 10/1, 10/2
 - b. Convention Center
 - c. Career Services will coordinate
 - d. 10 a.m. – 3 p.m.
 - e. Mandatory workshop before attending career fair
 - f. Must have professional dress/suit
 - g. Students and employers will both register through Career Center
6. Strategic planning process *Stephanie Bryant*
- a. Last two strategic plans from the last reaccreditations will be edited
 - b. November 11th – 9:00 – 12:00, Strategic Planning meeting
 - i. Faculty Executive Committee
 - ii. Department Heads
 - iii. Kate
7. Proctoring *Stephanie Bryant*
- a. On-line Exams
 - i. Exam Center is no long available to faculty for proctoring exams. The Exam Center has asked for the Deans' input
 - ii. Faculty responsibility.
 - 1. Those who teach face-to face classes proctor their own exams.
 - 2. Faculty who teach an on-line class should be able to proctor their own exams.

- iii. Most on-line students are local students.
 - 1. Proposed that exams for on-line classes are on a Saturday
 - a. Have a date and time set when the students register for class
- iv. University level discussion happening
- v. Concern for students not in the area
 - 1. Students that are geographically dispersed, we will still make sure those exams are proctored.

8. AACSB Accreditation Update *Elizabeth Rozell*
- a. Conference – Strategic management approach
 - i. AACSB was the University to make a strategic plan and for it to be followed through
 - ii. 20% of schools that were up for reaccreditation were put on 6-year review
 - iii. AACSB doesn't want to dictate everything
 - iv. Project Management left in
 - b. Reception to new rules for AQ/PQ
 - i. Scholarly chapters in books
 - 1. Grandfathered in as PRJ.
 - 2. Not as a PRJ from here on out. It will be considered an OIC.
 - 3. An editorial review will be considered as a peer review
 - c. Per course faculty process
 - i. Digital Measures
 - ii. Per Course need to be thinking on how they can be PQ

9. MBA/MHA meeting *Dave Meinert*
- a. President and Provost want us to grow this program!
 - b. MSU has a verbal commitment with St. John's
 - i. We are waiting on applications
 - ii. 25 is the minimum number
 - iii. Possibility to have a 2nd cohort
 - c. MSU has also been contacted by Cox

10. Building and space issues *Stephanie Bryant*
- a. Landscape
 - i. Dean Bryant to meet with John Clark of Grounds to discuss other landscaping
 - ii. Trees have been planted
 - b. Broken furniture *Dave Meinert*
 - i. Surplus/Property Control
 - 1. Looking into having a day to do a massive cleanup
 - a. GA's to take furniture down to surplus on the date we have set.
 - 2. Departments responsible for their classrooms
 - 3. Keep track of what is being sent to surplus
 - 4. Department heads need to do a visual inspection for their

classrooms

5. Signs – capacity/fire codes

- c. Executive board room
 - i. Design and Construction looking into the space
 - ii. Will provide information
 - d. Student replacement space
 - i. Another student lounge will be created
 - ii. Possible space downstairs
 - 1. Food court area
 - 2. Separate study lounge close to it
 - e. Roofing
 - i. MSU is closing the contract
 - f. Classroom Priority list
 - i. Dean Bryant and Danny Winkler completed a building walk-through
 - 1. Compiled a list of improvements
 - 2. The prioritized list will be sent over to Ken McClure
 - 3. CLT members suggested carpet has top priority
 - g. Major equipment purchase
 - i. Sent TCM's list forward
 - h. Server purchase was requested as an upgrade
 - i. COBA has a server available
11. Update on searches *Stephanie Bryant*
- a. Associate Dean
 - i. Search is open and active.
 - ii. Dave Meinert is the chair
 - iii. Closes internally October 14.
 - b. TCM
 - i. Instructor/Asst. Prof
 - c. Marketing
 - i. Replacement for Sara Smith
 - d. Management
 - i. Replacement for Bob Lund
12. Homecoming *Jerry Chin*
- a. 3 COBA students will help with tours
 - b. Homecoming Tent
 - i. 9:00 A.M.
 - ii. Pepsi
 - iii. Frito Lay
 - iv. Same layout as last year
 - v. Each department needs to have a rep. to compete in the frozen t-shirt contest. Prize is Qdoba for a year (52 burritos).
 - vi. Burrito eating contest – open to everyone
 - vii. Door prizes
 - 1. Sign-up to win

- 2. Different businesses have contributed prizes
 - 13. Showcase
 - a. Saturday, October 8th
 - i. Student workers volunteered for tours
 - 14. Per Course *Barry Wisdom*
 - a. Spring 2012
 - i. Pre-registration starts Oct. 27
 - 15. Mass Lectures *Barry Wisdom*
 - a. Fall 2012
 - i. How many students constitute faculty load?
 - 1. Topic will be discussed more in depth at a later date.
 - 2. Intro to Management/Market
 - a. Possible mass lecture format
 - b. Faculty Executive Committee will be involved in making decisions on these classes.
 - c. A GA would be funded for these classes
 - d. Straight lecture/Multiple choice
 - i. Doesn't increase workload much
 - e. Fall schedules will be built in February
 - f. Summer schedules will be in early January
16. Department updates *Department Heads*
 - a. Dick Laird
 - i. Homecoming events
 - ii. Sent out 26 new proposals for scholarships to contacts made at the Career Days
 - b. Kent Ragan
 - i. Student management investment fund
 - ii. John Patton – University hall of fame
 - 1. 2:00, Friday October 28th
 - c. Libby Rozell
 - i. Faculty reappointment
 - 1. The Provost is deciding dates for 2012
 - d. Barry Wisdom
 - i. No news.
 - e. Dick Williams
 - i. Student interviews taking place in Glass Hall from recruiters
 - ii. He has a new grandbaby!
 - f. Sandy Culver
 - i. 2 advisor searches closing out on October 7th
 - ii. Registration begins October 27th
 - g. Shawn Strong
 - i. Wednesday is TCM's Advisory Council Meeting
 - ii. Career Night in JQH Arena

- iii. Football – Bearfest village was packed for the last game
 - 1. Breakfast at 9:00
 - 2. Free alcohol
 - h. Ron Coulter
 - i. A+ Program
 - 1. How can we get more students to MSU instead of enrolling at a community college
 - a. Differential tuition
 - b. Could we offer 2 year degrees again?
 - c. OTC is opening a campus in West Plains
 - i. Dave Meinert
 - i. MDI
 - 1. Attendance is up
 - 2. On-site numbers are up
 - ii. Rayanna Anderson named one of SBJ’s most influential women of the year
 - 1. Luncheon on October 21st
 - iii. China
 - 1. We took a big hit with sponsors because of News-Leader article
 - 2. We will be lucky to have 2 cohorts in January
 - iv. State of University Address
 - 1. COBA has been accused of hurting the university wide raises
 - a. This money is restricted to the China campus and has no impact on the university wide raises.
 - b. EMBA student enrollment down stays within COBA and has no impact on the university wide raises.
 - c. China student enrollment is down
 - i. We raised the English standards
 - ii. Students come here instead of attending in China
 - j. Jerry Chin
 - i. S. Brahnam is going up for full professor
 - k. Kate Mendenhall
 - i. Income accounts
 - 1. Financial Services has had changeovers
 - 2. Hope to have our carry forward numbers in a couple of weeks
 - ii. Cohorts 8 and 9 will receive money for their copier usage

Fall 2011 Calendar Notes

October

7	Early annual tenure review for 2 nd yr. faculty Advisory Board Dinner
8	Advisory Board Meeting
12	Mid Semester
13	Fall Break – No Classes/Offices Open
14	Fall Break – No Classes/Offices Open
21	T/P Committees submit recommendations to Dept. Heads.
29	Homecoming

November

1	Application deadline for Sabbaticals
9	Dept. Heads complete their assessments & submit recommendations
11	Strategic Planning Meeting
14	Dept. Heads submit all dossiers to Dean
23	Deadline for Deans to notify Provost of recommendations for non-appointment of 2nd year faculty
23	Thanksgiving Break – No Classes/Offices Open
24	Thanksgiving – No Classes/Offices Closed
25	Thanksgiving Break – No Classes/Offices Closed