

COB LEADERSHIP TEAM (CLT)

February 14, 2019

2:00 – 3:30 pm * Dean's Conference Room

MINUTES

**Neal Callahan, Ron Coulter, Sandy Culver, Jeff Jones, Stef Hall, Dave Meinert, Melissa Price,
Kent Ragan, Elizabeth Rozell, Dick Williams**

I. Dean's Agenda Items

a. Announcements:

- i. AAA – February 25, 3:30pm, LIBR 101
- ii. ADP's – Need to be completed if not already done – please have them done before the next CLT meeting.
- iii. BOG Excellence in Public Affairs award – deadlines by March 1, 2019 check website for details <https://publicaffairs.missouristate.edu/awards> - if someone has one, please send to Libby.
- iv. 2018 Digital Measures input deadline – March 1, 2019
- v. MSU – OTC Joint Academic Meeting, March 25, 3:30pm, Lincoln Hall-OTC – all department heads need to be there. Dr. Meinert and Dr. Davis had a meeting with OTC. OTC requested MIT/COB accept 8 of 10 major courses in the IT Application Development track, including five 200 level transferring as UD courses. Dr. Meinert and Dr. Davis rejected the request, and recommended they restructure an existing program to incorporate four 200 level classes and MIT/COB would accept one additional course (max of 50% of major coursework).
- vi. Climate Surveys – HEDS Diversity & Equity Climate Survey – March 18 – April 12. Melissa will include a reminder in INSIDE COB.
 - a) Measures perceptions of the institutions climate
 - b) Perceptions of how the institution supports diversity and equity
 - c) Experiences with discrimination and harassment at the institution

b. Discussion:

- i. GEP Instructors needed for COB sections – The current standardized compensation has attracted few COB faculty. A proposal has been made to the Provost for COB to supplement (increase) standard compensation. GEP101 college specific sections are believed to increase student retention.
- ii. Lab classes to get "L" designation – (See handout) Part of CORE 42. Banner will accommodate the "L" designation. No specifics yet regarding the lab labeling, but the designation is expected to occur sometime soon.
- iii. Projected course offerings – Given issues with department's editing projected course offerings the deans unanimously supported removing the links for the time being.
- iv. Second block classes/enrollment – Dr. Meinert will email CLT a listing of second block classes. COB second block classes can be promoted on Glass Hall digital displays.
- v. Structured Schedules – In FA18 COB recommended first-time students enroll in a standard (structured) schedule of courses (e.g., MTH, CIS, ENG, GEP). BAC reported the approach worked well. These courses were listed in the Trial Schedule Builder to aid students in registering for courses during SOAR. Deans

were recently notified that colleges can now opt to go a step further and pre-register students in their structured schedule courses in advance of SOAR.

- a) Sandy Culver is supportive of piloting pre-registration.
 - b) Dr. Rozell will notify Don Simpson and Kelly Wood of COB's desire to pilot pre-registration for first-time students.
- vi. Department Head hiring proposal – An ad hoc Faculty Senate committee recently recommended changes to the department head hiring process. Deans, who were asked to review the changes, have expressed concern about the proposed changes. Deans were asked to provide specific feedback to the Provost, who would like to see a broader base of stakeholders consider this issue and the committee's recommendations.
 - vii. CoxHealth Data Analytics Internship Program – A CoxHealth Manager, and COB MS CIS alum, has expressed interest in establishing a data analytics based internship program. The manager is creating a job description and would like COB's assistance in identifying prospective candidates and/or promoting the opportunity. Based on growth and turnover, some interns are expected to have FT opportunities. Preliminary information suggests students can work around existing class schedules, and possibly remotely.
 - viii. Enrollment Enhancement RFP – The Provost has requested college-level proposals for enrollment enhancement initiatives. Proposals are expected to focus on recruitment and retention. CLT members were invited to submit ideas to Dr. Rozell by February 25th. The recruiting portion of COB's proposal will target majors and programs with capacity to grow with minimal or no additional instructional resources.

II. Associate Dean Topics

a. Dr. Ragan

- i. GA Weekend Building Access – What are your GAs needs to be in the building during the weekend? Should they have access?
 - a) Unless there is a compelling work related need, GAs should not be granted weekend building access.
 - b) IF a GA needs weekend access for a work related project, department heads or administrative assistants can contact Dr. Ragan for one-time card access.
- ii. Please encourage faculty to report all classroom maintenance issues to departmental offices. Administrative Assistants should report issues in classrooms (e.g. light bulbs, pulled up carpet, broken chairs), restrooms, hallways, and mailrooms to Janet Davis or Dr. Ragan. Custodial Services is aware of service level issues in select areas, and has requested COB provide detailed feedback.
- iii. Glass 262's wall will be painted soon, as this room serves as the base for COB Campus Tours

- iv. Classroom cleaning project is underway – overnights – Bid given from outside firm.
- v. A project has been approved to relocate network and other cables strung across select classroom floors. Work will begin over Spring Break, but will not conclude until May/June.
- vi. Summer: 350, 434, 467 remodel. Nearby rooms blocked – bid is going back for approval and may not get started this summer. Walls, lighting, flooring, whiteboards, etc. will be renovated, and in select areas seating will be increased.
- vii. Department Heads are expected to collect syllabi for study away courses and keep on file with all other course syllabi.
- viii. Spring Break Study Away Programs will be led by Chuck Hermans, Michelle Hulett, Phil Rothschild, and Cathy Van Landuyt
- ix. Student Org events with food – are frequently leaving pizza boxes and other debris in classrooms. Inform students to let the department know about their events so we can have extra trash cans set out. Student organizations should not be moving furniture around in classrooms

b. Dr. Rozell

- i. FQ Process – FQ forms will go directly to Department Heads. A few departments are reportedly having departmental committees review FQ forms. This is not necessary, per AACSB accreditation guidelines. If a faculty member objects to the assigned qualification, they should first discuss with their department head and then escalate to the Dean if needed.
- ii. Update on Core Curriculum Committee meetings – Unapproved minutes were forwarded to DHs. Decreasing globalization to three credit hours.
- iii. AoL closing the loop meetings – Should be occurring in the near future.
- iv. Information for annual report due April 1 – Dr. Rozell will be sending out requests (e.g., what meetings have you gone to?)
- v. COB transfer policy – Discussed existing transfer policy as it relates to transfer course work from two-year colleges and both AACSB and nonAACSB four-year institutions. Departments are responsible for evaluating transfer equivalencies. Generally two-year transfer credits will transfer at the 200 or lower level, exceptions should be limited. Upper Division (300 level) transfer coursework will continue to be accepted from AACSB accredited schools. Upper Division transfer courses nonAACSB programs will not be accepted..
- vi. Incomplete policy – Incomplete (I) grades should only be used when an exceptional circumstance prevents a student from completing a small

portion of a course. When Incomplete (I) grade is issued the instructor is required to indicate on the Assignment of Incomplete Grade form what work must be completed and how the completed work would affect the final grade. The original of this form should be provided to the student, with a copy placed on file with the department office. Department Heads were encouraged to review the Incomplete Policy at future departmental faculty meetings.

BAC: Transfer VIP day Friday, February 15th. Advisors are ready to meet with students. Dr. Rozell is doing meet and greet. Two new advisors just started and one just submitted a resignation.

FGB: CFA research challenge team submitted their report, which looks very good. Optimistic they will do well at competition. Events this Friday 1) Dean's list reception 2) 2nd annual discussion forum and banking and finance. Invitation sent to Accounting Club. Risk Manager in Residence lunch scheduled for 3/5.

MKT: Offer to advertising professor has been accepted. Students completing a research project for Community Foundation of the Ozarks. .

MARCOM: Valentine's Day campaign went very well with over 100 submissions. VIP day is tomorrow. COB will be hosting visits/tours for 1st generation, under-represented students from two St Louis High Schools -- Hazelwood and Central. Nechell Bonds has said that she will waive application fee to MSU. Admissions is working with two Kansas City area high schools for similar visits to COB in May. Twenty-five students interested in COB majors have signed up for VIP day. May need to schedule phone appointments for advising because of possible bad weather.

MFD: Two faculty members are going out to high schools for recruiting. Recently completed a curriculum review. .

SOA: Putting together graduate certificate in accounting/data analytics. Mike Hammond will be bringing around boxes for Annual COB Food Drive.

TCM: Received a verbal acceptance from new faculty member in Construction Management. .

Mark Your Calendars

February 2019

18 – University closed in observance of President’s Day
22 – Board of Governors meetings
28 - CLT

March 2019

11 – 15 Spring Break
19 – MSU Birthday Celebration, Noon, PSU
20 – Board of Governors Executive Committee Meeting,
4:00pm, CARR 203
25 - ITC
27 – Bears in the Know Luncheon, 11:30am, Meyer Alumni
Center

April 2019

3 – Endowed Scholarship Appreciation Dinner, 5:30pm, PSU
Ballroom
12 – Public Affairs Hall of Fame Induction Ceremony, 6:00pm,
White River Conference Center
17 – Board of Governors Executive Committee meeting,
4:00pm, CARR 203
18 – Spring Holiday – No Classes
19 – University Closed for Spring Holiday
24-26 – Collaborative Diversity Conference
25 – University-wide Memorial Service, 4:00pm, PSU 400

May 2019

16 – Board of Governors committee meetings
17 – Spring Commencement 9:00am – CHPA, MCHHS; 1:00pm –
COAL, COE, CNAS; 5:00pm – COB, COAG, Interdisciplinary)