

## COB LEADERSHIP TEAM (CLT)

Thursday, August 14, 2014

1:30 – 3:30 pm, Glass 400B

### MINUTES

1. Dean Bryant's updates *Stephanie Bryant*
  - a. All-COB meeting
    - i. All faculty and staff should attend.
      - ii. GAs do not attend the meeting but do come to the lunch
      - iii. Thriller dance is on
      - iv. Lunch outside as usual
      - v. Introduce new faculty
      - vi. Announce promotion and tenure
      - vii. Announce change in Carol Hale's position
      - viii. Introduce new staff
    - b. Enrollment update
      - i. COB up 300 students
    - c. Social Media Training 8/15
      - i. A representative from each department should attend
    - d. Departmental Fall Kick-off meetings
      - i. Send Sherri your elected committees
        1. College Personnel Committee – each dept. should elect one tenured faculty member, and should nominate one non-tenure track faculty member during Departmental Kickoff Meeting
      - ii. Administrative assistants and office closures
        1. Make sure offices are open at all times from 8 - 5
      - iii. GA shirts
        1. Front-facing students must wear COB t-shirts or Bear Wear
      - iv. Running your offices efficiently
        1. Flex time – Dean will send email w/ HR rules, and will review all requests (must be submitted in writing)
        2. Everyone needs to take a lunch rather than skipping it and leaving early
    - e. 2014-15 Daisy Portenier Loucks Research Fellows
      - i. Ed Chang and S Branham
    - f. COB Career Fair
      - i. Need 25 GAs to help with Career Fair
        1. Various shifts (mostly 1-hour), from 8 -3. Dr. Rozell has a list of shifts that need to be covered
        2. Classes will be canceled on Career Fair Days until 3:00 pm
      - ii. "Get a Job" Shirts

1. The week before both of the Career Fairs, everyone will wear the t-shirts to promote the fairs
- g. Curriculum work in all departments
  - i. C-Suite IT Leadership Summit
    1. Will be a ½ day or full day.
    2. Will invite approx. 20 local CIOs to share their specific needs with us, helping us determine areas of focus for future development of our programs (which will be an important part of our 5-year strategic plan)
    3. Consider inviting not only local businesses, but also businesses we want to bring to the area
      - a. Where is our talent, in the area of Big Data - PWC, EY, Accenture, IL School of Accountancy are aggressively pursuing this area
  - h. AACSB Faculty Qualifications Guidelines
    - i. Dean Rozell provided handout “Percent of Participating Faculty by Dept: AY 2013-2014 (Standards 9 and 10)”
    - ii. AQ/PQ Guidelines
      1. Need 75% overall and 60% in departments in “Participating” category
      2. Need 90% AQ+PQ
      3. At least half of faculty need to be AQ
    - iii. Oklahoma State University
      1. The Dean will email CLT members OSU’s new guidelines, which they’ve given us permission to use/adapt
    - iv. Faculty Qualification Guidelines
      1. University, AACSB, COB, and COB Departments have different requirements (re length of time).
        - a. We can make adjustments to our language in the minimum qualifications document
        - b. In 2015-2016, we will begin to implement the standards

**Action item:** Formulate a process for a way to harmonize this process both up and down.

  - Dean will talk to Chris Craig about our timetable for adopting a policy, and determine ways to harmonize the process
  - i. Fall EAC Meeting Plans
    - i. We will invite Dennis Marlin to become a member of the EAC, and to attend this meeting
    - ii. We will seek advice, from EAC members, on curriculum
    - iii. Advertising
    - iv. Big Data/Data Analytics
    - v. Naming of Advertising Agency
  - j. Marketing and promotion business model
    - i. At the college level, if a program decides they want to do special

advertising, marketing (Melissa) will help them put together/design materials, but the program will be charged for materials and printing (university model)

- k. SBJ Men of the Year 2014 – 2 tickets available
- l. Candidate Visits – please check Dean’s schedule before scheduling campus visits

2. Dr. Rozell’s updates

*Libby Rozell*

- a. Small Classes Report
  - i. Looks good
- b. PAF Process
  - i. Dr. Rozell provided two handouts: “Proper Controls for COB PAF Process” and “Personnel Action Form Routing”
  - ii. Authorization
    - 1. When you sign off, you’re saying the information on the form is complete and accurate
    - 2. Certain Program Directors, Associate Deans, Dean have authorization
  - iii. Custody
    - 1. Anyone who create a PAF has custody
    - 2. Administrative Assistants, Deb Shirley have custody
  - iv. Record keeping
  - v. Dean will sign Dave’s China PAFs
- c. New online quality control committee
  - i. Dr. Rozell provided handout “Charge for COB Online Quality Control Committee 2014-2015”
  - ii. Ron Dattero will chair the committee.
  - iii. Dr. Rozell will attend the 1<sup>st</sup> mtg.
- d. COB Personnel Committee
  - i. One tenured faculty member will be elected from each department
  - ii. One non-tenure track faculty member will be nominated from each department, and one of those nominees will be elected to the committee to represent the college
  - iii. Role of committee members is to discuss performance and compensation issues related to faculty.
  - iv. Dr. Rozell will find out what the term limits are for this committee

3. Dr. Meinert’s updates

*Dave Meinert*

- a. EMBA Update
  - i. Three new cohorts  
Two2 returning cohorts
  - ii. He met with EMBA faculty regarding AQ to reinforce that being AQ alone does not qualify you for EMBA teaching, i.e. EMBA teaching is not a right.
- b. Promoting Study Away
  - i. We need to promote the culture to make it a successful program

- c. Kemper Hall work
    - i. Rooms 101 and 102 are now in good condition
  - d. Glass Hall work
    - i. Carpet, benches, furniture
    - ii. E-funds are paying for these improvements
  - e. Other
    - i. China campus started classes two weeks ago
    - ii. Six faculty members will go to China in the spring
    - iii. EMHA program
      - 1. Cox may agree to a second cohort
      - 2. Mercy may or may not have a third cohort
4. Around the room (all report but specific items below)
- a. Career Placement and Reporting of Outcomes *Dean Bryant*
    - i. Placement rate last fall was 78%
      - 1. 68% employed
      - 2. 10% enrolled in graduate school
      - 3. Without China students, placement increases to 88%
      - 4. Wording to use: “When excluding students returning to their home country; 88% total”?
  - b. Graduate Certificate in Financial Analysis *Kent Ragan*
    - i. We will offer an online program that will be ready within the next 1 1/2 – 2 years
  - c. Academic Integrity Panel *Kent Ragan*
    - i. September 30, Oct 1, Oct 2
    - ii. Angela Morelock will provide a seminar
  - d. Metropolitan Community College *Kent Ragan*  
*Dick Williams*
    - i. They expressed interest in working with us on two new courses
    - ii. Articulation agreements will be created
  - e. SOA MAcc curriculum and strategic plan *Dick Williams*
    - i. They are trying to better prepare students for employment
    - ii. Looking at a management or professional track
    - iii. They are working to make improvements for students’ success
  - f. Technology Management change *Neal Callahan*
    - i. Eliminated BS in Technology Management program
    - ii. BS Program is now Mechanical Engineering Technology
      - 1. Has a higher potential to attract more students, and is more rigorous

<b>Including China Campus Students</b>	Fall 2010 Headcount Value	Fall 2011 Headcount Value	Fall 2012 Headcount Value	Fall 2013 Headcount Value	Fall 2014 Headcount Value	Difference Fa'13 -Fa'14	
Department							
[Null]	1	1	0	0	4	4	-
Agriculture, School of	390	0	482	532	599	67	12.59%
Arts & Letters	2,462	2,433	2,344	2,381	2,309	-72	-3.02%
Business	4,567	4,477	4,227	4,500	4,778	278	6.18%
Education	2,023	1,997	2,060	2,036	2,079	43	2.11%
Extended Campus Programs	98	68	85	83	78	-5	-6.02%
Graduate College	326	316	331	298	266	-32	10.74%
Health & Human Services	3,176	3,434	3,645	3,901	4,027	126	3.23%
Humanities & Public Affairs	1,423	1,469	1,448	1,405	1,299	-106	-7.54%
Natural & Applied Sciences	1,782	2,271	1,949	2,029	2,070	41	2.02%
No College Designated	0	0	1	0	0	0	-
Undergraduate College/Provost	1,729	1,562	1,475	1,380	1,384	4	0.29%
<b>TOTAL</b>	<b>17,977</b>	<b>18,028</b>	<b>18,047</b>	<b>18,545</b>	<b>18,893</b>	<b>348</b>	<b>1.88%</b>

<b>Including China Campus Students</b>	Fall 2010 Headcount Value	Fall 2011 Headcount Value	Fall 2012 Headcount Value	Fall 2013 Headcount Value	Fall 2014 Headcount Value	Difference Fa'13 - Fa'14	
Department							
[Null]	0	0	0	9	12	3	33.33%
Accountancy, School of	690	769	729	735	759	24	3.27%
Business Administration/MBA	538	428	417	446	414	-32	-7.17%
Computer Information Systems	386	367	309	340	375	35	10.29%
Fashion and Interior Design	317	300	294	295	295	0	0.00%
Finance and General Business	877	889	850	932	1,096	164	17.60%
Management	834	864	811	903	914	11	1.22%
Marketing	584	532	531	550	613	63	11.45%
Technology and Constructn Mgt	341	328	286	290	300	10	3.45%
<b>Business TOTAL</b>	<b>4,567</b>	<b>4,477</b>	<b>4,227</b>	<b>4,500</b>	<b>4,778</b>	<b>278</b>	<b>6.18%</b>

**MARK YOUR CALENDARS*****Fall 2014***

F 8/15 All-COB Fall Kick-off meeting (GL108)  
10:00 am - Noon  
Luncheon first floor outside  
1:30 Social Media training session

W 8/20 Chamber of Commerce Luncheon

W 8/20 Women's Football Clinic 5-8 pm

T 8/26 Freshman Meet and Greet, (GL 102, 4-6)

Th 8/28 Transfer Meet and Greet (GL 102, 4-6)

W 9/10 SOA Career Fair noon-4 (UP)

T 9/16 MSU Talks during Public Affairs

W 9/17 MSU Faculty led Study Away Luncheon  
and Workshop 12-1:30 PSU 308  
RSVP to 6-6368 or to  
[Studyaway@Missouristate.edu](mailto:Studyaway@Missouristate.edu)

F 9/19 COB Scholarship Dinner (UP)

T 9/30 COB Career Fair (UP) 10-3  
COB Classes Cancelled until 3:30 pm

S 10/18 Homecoming – Vickie Hicks in charge

F 10/24 DH/Director Training on Evaluations

M 11/10 Jason Selk David Glass Lecture Series

**Travel and Vacation Notes*****Fall 2014***

S 9/6 Stephanie in Montreal for AACSB

S – T 9/20-23 Stephanie in Baltimore for AACSB

Th-S 10/9-10/11 Chamber Community Visit-Omaha

Th-F 12/11-12/12 AACSB AAC Meeting - Tampa