

COB LEADERSHIP TEAM (CLT)

Thursday, May 7, 2015

2:00 – 4:00 pm, Glass 400B

Meeting minutes

Present: Stephanie Bryant, Neal Callahan, Barry Cobb, Ron Coulter, Sandy Culver, Mike Hignite, David Meinert, Kate Mendenhall, Kent Ragan, Elizabeth Rozell, Dick Williams

1. Dean Bryant's updates *Stephanie Bryant*
 - a. University Budget committee's last meeting
 - i. Budget increases about 6 million.
 1. About half will go to compensation
 2. 800,000 will go to hiring
 3. Are recommending 1.8% increase
 4. 100,000 for instructor equity pool
 5. 225,000 will be put aside for a staff pool
 6. .8% operating increase to cost centers
 7. 700,000 – strategic initiatives
 - b. Williams, Coulter & Ragan have been reappointed as Department Heads for the next three years.
 - c. 2015 Convocation
 - i. To choose student who carries the COB banners
 1. Graduate - one of our major graduate award winners
 - a. Cheek, Delp, Outstanding MBA, or David Glass
 2. Undergraduate
 - a. Cheek or Delp winner
 - d. Summer Leadership Retreat
 - i. Each Department Head will be allotted 15 minutes (rather than 20 minutes as previously discussed).
 - ii. Hiring plans
 - iii. Restructuring within the college
 - iv. Not Tenure & Promotion. Will hold a separate meeting on that topic.
2. Per-course faculty orientation
 - a. Will begin in FA15
3. New full-time faculty orientation
 - a. Will begin in FA15
 - b. Each new full-time faculty member will receive their Promotion & Tenure notebooks.
4. Debrief on Spring Awards Dinner
 - a. Cheek & Delp –
 - i. Notify winners in advance

- ii. Have them all come up as a group
 - iii. Give physical awards to both winners and non-winners
 - iv. We will spotlight different EAC members at the next meeting (as presenters).
- 5. Debrief on EAC meeting
 - a. Next meeting – Thursday, Oct 15 (to coincide with Glass Hall Public Announcement)
 - i. No Wed night dinner like we would usually have
 - b. Thursday – announcement at 10:30 am (tent in front of Glass Hall)
 - c. Luncheon Thursday at PSU Ballroom (w/ Fdn Board)
 - d. We will try to get 308 or 315 for meeting (1:30 – 4:30), followed by wine & cheese reception in PSU.
- 6. All-COB meeting
 - a. Remind Faculty and Staff to attend
- 7. Active shooter training
 - a. Will be held in Glass 101 & 102 on the afternoon of Study Day. There may be people running in hallways and making noise near those rooms, as part of the simulations.
- 8. AACSB
 - a. Dean would like DHs to attend at least one AACSB event per year
- 9. Dr. Rozell's updates *Libby Rozell*
 - a. Per-course orientation
 - i. We (Melissa Price) will develop a PowerPoint that each Department Head will send to their per-course faculty members. Presentation can be used college wide, for the basics – then the departments can each add anything they'd like within their communication to their specific faculty members.
 - 1. AACSB
 - 2. Faculty qualifications
 - 3. Syllabus
 - a. What items are required
 - 4. Management issues
 - 5. Resources
 - a. What we provide
 - b. What to do if they have tech problems
 - 6. Classroom management
 - 7. Office hours
 - 8. Academic integrity
 - 9. Academic policies
 - 10. Best practices
 - 11. COB policies
 - b. Policy on On-line/Hybrid Courses
 - i. Discussed the document she emailed to CLT members.

- ii. She has incorporated comments from FEC, Dean.
 - 1. This is a CLT issue, because it is related to AACSB, so the FEC Committee functions in an advisory capacity, with the final decision coming from the CLT.
 - 2. We're trying to address the issue of quality in our online courses.
 - 3. We'll start with the document as is, and then have DHs monitor how things are going.
 - c. Comments from GE 499
 - i. Send Dr. Rozell any comments, within the next couple days, a few sentences on their thoughts (general feedback)
 - ii. May 15 is deadline for sending names to Dean for those who will go up for tenure or promotion (Cathy Starr, Christina Simmers, Stan Leasure).
- 10. Around the Room
 - a. Cobb
 - i. Entertainment Mgmt event was a strong event
 - b. Ragan
 - i. Nancy Allen book launch
 - ii. Advisory Board met last week. It was a good meeting.
 - c. Coulter
 - i. Nancy Keith retiring Aug 1
 - ii. Courtney Pham – got Study Away award
 - d. Hignite
 - i. Rick Brattin – (new hire) has now notified Tyson that he is leaving his position there.
 - ii. Lawrence Yang – (new hire) he will be defending his thesis in June or July.
 - iii. We will host the October 2015 Regional Conference
 - e. Williams
 - i. He is looking for someone different to do the VITA program next year. It's too much additional responsibility to ask of Kerri while she's up for tenure.
 - ii. Craig Keller retiring – hired as Asst. Professor at Woodbury University in California.
 - f. Culver
 - i. They have completed processing of 559 override requests, and have 160 more to do.
 - g. Bryant
 - i. We will update section 4.1 of the Policy Manual (re minimum qualifications) based on the changes approved by CLT on 03/05/15.

<u>MARK YOUR CALENDARS</u>		<u>Travel and Vacation Notes</u>	
(Fri) May 8	Study Day	May 20 – 22	Dean Bryant out (v)
(Fri) May 8	Active Shooter Training in Glass Hall 101 & 102	May 18 – 22	Dr. Rozell out (v)
(Fri) May 8	All-COB Meeting (GLA108)	May 19 – 25	Dr. Meinert out (China)
(Fri) May 15	Commencement (5 pm)	June 1 – 5	Dean Bryant out (jury duty)
(Fri) June 12	COB Retreat (Tower Club)	June 3 – 4	Dr. Ragan out (AACSB)
		June 29 - July 10	Dean Bryant out (v)

a.

Minutes recorded by: Sherri Cornelius