

COB LEADERSHIP TEAM (CLT)

Tuesday, August 13, 2013

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

MINUTES

Present: Drs. Stephanie Bryant, Neal Callahan, Jerry Chin, Ron Coulter, Dave Meinert, Kent Ragan, Elizabeth Rozell, and Dick Williams, Sandy Culver, Kate Mendenhall

1. Dean Bryant's updates *Stephanie Bryant*
 - a. GA/Student workers
 - i. New shirts
 1. Students working the front desk need to wear these shirts
 - ii. Student worker hours
 1. Make sure your students don't work more than 1,000 hours on a rolling 12 months basis
 - a. This is total hours – includes hours from other campus positions
 2. University will start to enforce this more strictly
 - b. COB budget was discussed
 - c. Building update
 - i. Thursday – Focus group meetings
 - ii. Visits to LSU and UMKC to see their new business school facilities
 - d. Enrollment
 - i. COB is up 273 students; these numbers are soft
 - e. AACSB new standards
 - i. Implementation timescale
 1. 2013-14 – Old standards
 2. 2014-15 – Old standards/work on new rules
 3. 2015-16 – Implement new rules
 4. 2016-17 – Self-study year
 5. 2017-18 – Visit
 - ii. AQ/PQ form
 1. Due at faculty annual evaluations
 - f. Topics for DHs to review with faculty at departmental meetings
 - i. Remunerated outside activity reports
 1. Faculty have to report any paid activity during the time of their contract
 - ii. COB committees
 1. Departments needs to hold elections
 - a. Send names of appointed faculty to Rowena ASAP
 - iii. New override process
 1. Starting this fall (2013) for spring (2014) semester
 - a. New email address dedicated to these requests
 - b. Students will have guidelines to follow for their request
 - i. Will look at creating a fillable form

- iv. Faculty/Staff awards
 - 1. Same awards as last year
 - 2. February 12th is the deadlines for all awards
- v. New AQ/PQ standards
 - 1. Handouts of new AQ/PQ forms were reviewed
 - a. Requires a departmental personnel committee
 - 2. Revisions were discussed
- vi. Digital Measures
 - 1. Encourage your faculty to keep it updated/current
- vii. AOL updates
 - 1. New format for collecting data
 - a. Collect in fall
 - b. Analyze in spring
 - c. MFAT every semester (undergraduate and graduate level)
 - d. Other special programs will be on their own schedule
 - 2. Dana Frederick will be new assessment coordinator
 - a. Workshops; encourage your faculty to attend
- viii. Retention
 - 1. Retention is important and one of MSU's performance funding measures
- ix. Office hours
 - 1. Make sure your faculty schedule and keep a minimum of 5 office hours a week
 - 2. Hours must be posted outside of their office and on syllabus
- x. Procedures for missing class
 - 1. Faculty must tell Department Heads well ahead of time if they won't be able to have class for a planned reason and have made other arrangements
 - 2. Let Department Heads know of emergency situations
- xi. Curriculum work – 2013-14
 - 1. Primarily working on MBA and COB core curriculum
- xii. Classroom cleanup
- xiii. Furniture disposal
 - 1. Good furniture – send email out asking others if they are interested
 - 2. Junk – surplus
- xiv. Academic integrity
 - 1. Must sanction a student if there are issues
- xv. Classroom etiquette
 - 1. Business casual anytime meeting with a student
 - 2. Don't take phone calls during class unless an emergency
- xvi. Study Abroad
 - 1. Up to \$25,000 financial aid available for Study Abroad
 - a. Intention is to have \$500 award for students participating in COB Study Abroad trip

- i. 37 ½ contact hours
 - ii. COB major
 - 2. Encourage and promote this to your faculty to participate
- xvii. Proctoring policy
 - 1. Available on the COB Faculty Resource page
- xviii. COB Career fair
 - 1. COB classes canceled until 4 PM
 - 2. COB faculty invited to attend lunch

- 2. Dr. Rozell's updates *Libby Rozell*
 - a. Instructor annual appointments
 - i. Dr. Einhellig wants to keep these as yearly appointments only
 - ii. Only one letter for all contracts; will come from Office of the Provost
 - 1. Side letter can be completed for other agreed upon terms
 - 2. Dean Bryant will clarify
 - b. AAA
 - i. Provost's Office has created a Department Head calendar
 - 1. Dr. Rozell will add COB events to this and distribute it
 - c. Visiting professor
 - i. From Andreas Bello National University in Chile to teach two MGT courses (447 & 747)

- 3. Dr. Meinert's updates *Dave Meinert*
 - a. Travel
 - i. Beijing
 - ii. Tokyo
 - iii. Mongolia
 - iv. Seoul program possibility
 - b. EMBA
 - c. China campus
 - i. 300-310 in-plan students to attend LNU
 - ii. Going to invite out-of-plan students
 - d. EMHA
 - i. Info session w/ Mercy with all potential 2nd cohort students
 - ii. Capstone projects are required of all cohort students
 - iii. Cox EMHA cohort is up and running
 - e. Building coordinator
 - i. No junk in the hallways
 - ii. Purchased new stools for classrooms
 - 1. Danny is working on getting them in the classrooms ASAP
 - iii. Glass 108
 - 1. Classroom is up and running
 - 2. Encourage faculty to attend training sessions in order to be able to run the new technology in the classroom
 - iv. Classroom carpeting

1. Work was done over the summer
2. If faculty notice repairs are needed – contact Teresa in Dean's Office

4. Other

5. Departmental updates

Meeting adjourned at 4:05 PM.

2013-14 COB Calendar Notes

August

August 16	All COB meeting
August 19	Fall semester begins
August 23	COB night at Springfield Cardinals

September

September 27	COB Scholarship Banquet
September 30	COB Career Fair (classes cancelled until 4 PM)

October

October 19	Homecoming
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November

November 14	EAC dinner
November 15	EAC meeting

February

February 12	COB Faculty & Staff awards deadline
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May

May 2	COB Spring Awards Dinner
May 3	EAC meeting
May 9	All COB meeting