

## COB LEADERSHIP TEAM (CLT)

April 2, 2020

2:00 – 4:00 pm \* Zoom Conference

### MINUTES

#### I. Dean's Agenda Items

##### a. Discussion:

- i. COVID-19 Work and Compensation Policy  
<https://www.missouristate.edu/Coronavirus/work-and-compensation-policy.htm>  
& Supervisor Guidance for Moving Full-Time Non-Critical Employees to 2/3 Pay Category (attached) - Under the new Non-Critical Workers assigned other duties category, at least two administrative assistants will be assisting the Admissions Office with a mass calling project to students. Another staff member may also be assisting with an Admissions calling project. If COB employees cannot perform their duties from home and/or their support is no longer needed the College is expected to place them in the new Non-Critical unable to work category and they will be eligible for 2/3 compensation through at least June 30. See document.
- ii. Travel Restrictions on SA Programs and Conference continues through end of FY – University sponsored/funded travel for the remainder of the FY is canceled and international travel for the Fall 2020 semester is discouraged. Due to COVID-19 related budget concerns, we are uncertain if there will be travel funding for AY20/21.
- iii. SU SOAR – Summer SOAR sessions will be limited to one day, and no decision has been made on whether these will be onsite and/or virtual events.
- iv. UG Pass/Not Pass – An email from the Provost was sent out and a web page posted with details.
- v. GR Exceptions for Pass/Not Pass – Instructor, DH, Dean and Graduate Dean must approve the P/NP exception for Grad Students. Libby Rozell is the designated Dean proxy for these requests. There is no mention of a deadline for GR requesting an exception. CLT agrees that GR students need to initiate a petition by May 1<sup>st</sup>. Incompletes are a last resort if all other options of learning are not working for them.
  - a) No adjustments to the use of P/NP grading for graduate courses have been made for Spring 2020. Because no grade below a C may be counted toward a graduate degree, use of P would refer to grades of A, B, or C and NP for grades of D or F. Academic Leadership did not deem this lack of specificity a desirable modification for graduate students. If exceptional circumstances, students may petition for the use of P/NP grading. The path of petition should include the instructor, department head, college dean, and graduate dean.
- vi. SU Schedules & Associated PAFs – All faculty in the COB have transitioned their SU20 courses to the online format. Student service fees are not applicable to online courses, so they are essentially eliminated for the summer semester. This will have budgetary implications as the lost revenue is reportedly greater than tuition differential associated with online courses. If DHs changed instructors to facilitate an online schedule, they need to verify all associated PAFs are corrected. If enrollment is low for a course and a decision for canceling or prorating compensation is pending, DHs should postpone submission of the

associated PAF.

CLT discussed the deadline for deciding whether to cancel a SU class due to low enrollment. A decision was made to stick with the historical norm of two weeks prior to the start of Summer classes.

- vii. **Financial Holds Temporarily Raised to \$1K** – To assist students who have been financially impacted by COVID-19 to register for SU20 and FA20 courses, the threshold for Financial Holds was recently increased from \$200 to \$1000. Deans were asked to have advisors share this information with advisees, there was no mention of impacted students being contacted by other University offices regarding this change. Sandy Culver received a related email correspondence from the Registrar's Office yesterday. Dean Meinert wants to know if it is possible to run a query for students that are under the \$1,000 debt and inform them that the amount has been raised. Sandy Culver usually receives the financial hold list from Rachelle Darabi's office. It is important for students with balances between \$200 and \$1000 to know they can register.
- viii. **Revised SU GA Requests** – Finance, Management and Marketing's requests have been submitted and sent through to the Graduate School. Sandy Culver submitted one about a month ago, but didn't get a message to resubmit. SOA, TCM and ITC have yet to resubmit their SU GA requests. April 13<sup>th</sup> is the deadline to resubmit.
- ix. **Avaya Softphone** – If COB employees do not wish to use their cell phones to place calls during the Stay-At-Home order, the Avaya Softphone client is an easier option than Zoom. The Softphone client allows you to place/receive calls from your desktop. Staff and administrators interested in using Softphone should contact Stef Hall, who will submit the approved list to Telecommunications. Faculty are welcome to get this service as well. Telecommunications is working with the College to determine which COB employees lack Unified Messaging (voicemails FWD by email). Some faculty have already been identified which do not have Unified Messaging.
- x. **Digital Marketing Campaign** – Clif and Frank have approved an extension of our LocalIQ agreement.
- xi. **Career Fairs** – Options for this fall's Career Fairs are still under discussion. COB will most likely plan for both traditional and virtual careers fairs. Marketing for the fall career fairs will take place in late June/early July so we have time to check with employers and develop contingency plans. One strategy may be to negotiate with the venues for an extension to finalize or a more favorable cancellation policy.

## II. Associate Dean Topics

### a. Dr. Rozell

- i. **COB Council** – Libby Rozell talked to Council Chair Melody LaPreze today about holding a Zoom meeting for COB Council. Dr. LaPreze does not want to hold Council meetings via Zoom. Her preference for communication is through email. If anyone has discussion items that need addressing, then she will schedule a Zoom session. The consensus of the Council is that if the topics don't involve another department on campus then it doesn't need to be discussed at this time.
- ii. **MBA Advisor Releases** – Every semester there are students who enroll in the wrong sections. Dr. Rozell wants to determine if there is a way to prevent

students from enrolling in the wrong sections. Dr. Ragan volunteered to assist in determining how/why students are enrolling in the wrong sections (e.g. MBA vs EMBA).

- iii. **COB GA's and Bear Claw** – Bear Claw requested the use of our COB GAs from the College's tutoring lab. The Bear claw currently has 7 tutors to cover 90 classes. Tutoring lab GAs should be available to help with Bear Claw. Dr. Rozell will give names to Diana and she will work with them. All DHs agreed to this.
  - iv. **Experiential Learning Efforts** – Rayanna Anderson is still working on experiential learning opportunities for our students. She is communicating with companies to line up opportunities in the fall. Dr. Rozell spoke with her about consulting with students who are online. She is to reach out to faculty to see if there is something that they can do to create some opportunities for the students.
  - v. **P/NP for Grad Students** – P/NP generally is not an option for Grad students but under extenuating circumstances, it can be.
  - vi. **T&P reports** – DHs were requested to send electronic Progress Review forms (DH and T&P Committee) to Dr. Rozell.
  - vii. **Annual evaluations** – Dr. Rozell will collect these and will send them to Dean Meinert as a batch.
- b. **Dr. Ragan**
- i. **Study Away – Canceled programs – course credit** – Spring Break and Summer programs are canceled. The University Study Away Office is working to figure out class completion options for students who didn't drop.
  - ii. **Unified Messaging** – No one in COB had opposition to using this mode of communication.
  - iii. **Qualtrics add-ons** – Kent Ragan sent an email correspondence to all faculty regarding the add-on. It is used for uploading videos and as an app. Jason DeBode had 1 faculty interested and Ismet Anitsal had 3 faculty interested. It is not certain whether other colleges will be willing to pay their share for the expanded license. The cost is \$2,500 for the add-on. Other deans were initially opposed to the purchase of the add-on.
  - iv. **Zoom Recording – MS Stream** – Kent sent instructions to DHs for making Zoom recorded lectures available via MS Stream, and they (DH) were encouraged to share with faculty. Some faculty want to offer asynchronous lectures to accommodate students whose work schedules have changed due to COVID-19. Zoom recordings can be uploaded to MS Stream, and students, who already have Stream via Office 365, can watch them at their convenience.
  - v. **EMBA Faculty Requests** – Heather Moore emailed DHs requesting their recommendations. China cohort enrollment is uncertain right now. We hope to have one cohort in the Fall. There is a slim chance of having a second cohort. DHs should provide Dr. Ragan with their recommendation for each course, and if applicable an alternate.

**BAC:**

**FGB:** Jeff Jones communicated with Megan Rainville and she is defending her dissertation today. RIMS challenge team will continue their competition virtually.

**ITC:**

**MFD:**

**MKT:** Last of the curricular changes have been approved by the department curriculum committee and are now moving forward. These include changes that will lead to an online pathway for an UG marketing major. GA interviews for Fall 2020 are underway.

**MARCOM:**

**MGT:**

**SOA:** Dick Williams asked if there has been any discussion about possibly adding a year of T&P. As of right now it is not an option but may be revisited depending on the duration of the pandemic.

**TCM:** Still experiencing some challenge to provide students with resources to complete all classes online. Faculty are working with them to identify/complete alternative work.

### Mark Your Calendars

April 3 - Bears of Distinction Dinner and Awards Ceremony, 6:00pm, The Old Glass Place (**Canceled**)

April 4 – MarooNation Volunteer Engagement Forum, 8:00am – 5:00pm, Foster Rec Center (**Canceled**)

April 4 – Admitted Student Day (**Canceled**)

April 9 – Mission Diploma

April 10 – University Closed for Spring Holiday

April 17 – Missouri Public Affairs Hall of Fame induction banquet, White River Conference Center, TBD (**Canceled**)

April 22-24 – Collaborative Diversity Conference

April 23 – COB Awards Dinner (**Canceled**)

April 24 – EAC Meeting (**Canceled**)

April 28 – All Faculty Recognition Reception, 3:00pm, PSU Ballroom (**Canceled**)

April 29 – Impact Summit: College Student Mental Health Conference, (details TBD)

May 2 – Einhellig Interdisciplinary Forum

May 6 – Bears in the Know Luncheon, 11:30am, Meyer Alumni Center (**Canceled**)

May 14 – BOG Committee & Regular meetings

May 15 – Spring Commencement, 1:00pm (COB, DCOA, Interdisciplinary) (**Canceled**)

May 25 – University closed in observance of Memorial Day

May 29 – Springfield MarooNation Ball, 7:00pm, The Old Glass Place

June 25 – Administrative planning retreat, details TBD