

COB LEADERSHIP TEAM (CLT)

May 21, 2020

2:00 – 3:30 pm * Zoom Conference

MINUTES

I. Dean's Agenda Items

a. Announcements:

- i. Virtual Online Bootcamps in June and July reportedly have wait lists.
- ii. Governor has advised U. Presidents to expect additional withholdings for FY20 and FY21. FY21 Budget is reportedly \$600-\$700M over projected general revenue.
- iii. COE received CAEEP 7-year no stipulation accreditation.
- iv. MHA held a virtual hooding ceremony. Looking ahead to December, if Commencements are disrupted by COVID-19 program level virtual events should be considered (e.g. Hard Hat).
- v. Three MSU College's (COAL, CHPA and CHHS) exploring options to assist Missouri Western teach out eliminated programs
- vi. Pass/Not Pass missed deadline appeals were cutoff at midnight on Thursday, May 14th. Provost Office now fielding complaints from students who earned a higher grade than expected who wish to remove P for earned grade.
- vii. Going forward all faculty requesting COVID-19 related schedule changes must complete this online form - <https://www.missouristate.edu/equity/employee-request-for-disability.htm>. [Office of institutional equity and compliance](#).
- viii. Provost approval no longer needed for student worker hires.
- ix. Provost and Graduate College have encouraged units to be conservative and strategic with GA hires for coming year. Do not extend any additional SP21 or beyond GA commitments without permission from Libby.
- x. Please let Stef know of any atypical PAFs that need to be completed prior to the start of the new fiscal year.
- xi. CC Stef Hall on all Leave Requests (for entry in COB time) and subsequent adjustments. COB time is used when verifying/approving Leave Reports.
- xii. Dual credit is reaching out to select DHs to additional classes. - **Blue Springs HS has reportedly expressed interest in additional classes including one in the area of entrepreneurship.**

b. Discussion:

- i. Travel Policy
 - a) Thru June 30 (150 mi max)
 - b) Effective July 1, pre-COVID-19 processes for U travel within Missouri
 - c) Provost Policy for travel outside MO forthcoming
- ii. Provost Guidance for Required Contingency Plan Component for FA20 Syllabi – **Faculty will be provided with a guide on topics to be addressed, but will be able to shape contingency plans to their respective courses. DHs will be expected to verify all syllabi have contingency plans.**
- iii. Handling Grade Complaints – **Advise students to contact their instructor and inform them of the grade appeal process.**
- iv. COB Return to Campus Plan (Written Plan to Frank Next Week) – **The Deans were given a little more guidance on the University's phased return to campus**

plan. Kemper, Glass and PCOB will be locked thru at least June 30. The goal is to have key academic and administrative offices open by July (especially in those buildings to be used by SOAR), with reduced staffing levels reflecting ongoing telecommuting. COB's Deans Office, Grad Programs, EMBA, academic depts., COB Computing & BAC will implement flex scheduling and telecommuting. In select cases, staff offices may be temporarily relocated to improve social distancing. When Glass Hall reopens, COB offices will generally be open from 8-5. Proper signage will be displayed when an office is closed and that information should be communicated with the Dean's office.

- v. **BOG Recap** – Thursday session was largely a recap of actions taken since MSU began responding to the COVID-19 pandemic. The BOG was pleased with the campus' response. In response to fiscal concerns, Internet incentive monies were discussed and will be discontinued for at least the foreseeable future. A furlough/salary reduction strategy was discussed in the event the upcoming budget shortfall is greater than expected.
- vi. **Town Hall Observations** – Fall study away is cancelled. Seating charts will be required for all classes to aid in contact tracing. The vast majority of employees were supportive of requiring masks on campus, and would opt for furloughs (salary reductions) before layoffs. A limited amount of University Reserves (\$4M) will be used to offset funding cuts for FY21. The University needs to maintain significant reserves due to bond covenants, and to ensure we have funding in the event of other emergencies.

II. Associate Dean Topics

a. Dr. Rozell

- i. **Faculty applying for tenure and promotion** – Send list of faculty in your area that will be going up for T & P as soon as possible to Dr. Rozell.
- ii. **Approval of external reviewers** – Send list to Dr. Rozell after agreeing on list of reviewers. Dr. Rozell will then either approve or disapprove the list.
- iii. **Summer Breakeven** – Final Break Even (B/E) calculations will be reviewed two weeks prior to the start of Summer Semester (6/8) to determine if PAFs need adjusting. At this point in time very few faculty are under B/E.
- iv. **Suspensions and probations** – SP20 there were 119 students put on probation and 21 suspensions. SP19 there were 132 probations and 80 suspensions.
- v. **Graduate programs admissions and enrollment for Summer 2020** – This summer there is a 54% increase in admission for just the MBA Program. FA20 enrollment is up 17%. Enrollment is only at 10% for SU20 (excluding foundation courses). Cybersecurity is up 40% in admission for SU20. Overall enrollment is down 23% at this point in time. Dr. Rozell's theory is that students are waiting to see what the status of the pandemic is going to be before students make a decision.
- vi. **Cabell's Access** – Obtained username and password to use off campus. Contact Dr. Rozell to obtain this information.

b. Dr. Ragan

- i. **EMBA Update** – There will be no Financial Cohort for FA20. There are 11 applicants that may join the current cohort and/or defer to a January 2021 start. There will be no new cohort starting in August. Dr. Ragan will be sending an update to the faculty regarding this matter.

- ii. China Campus Update – Students who had planned to transfer to the SGF campus are now expected to stay in China for the FA20 semester. No faculty or GAs will be going to China this fall.
- iii. Plexiglass Shield Update – Dr. Ragan met with Yo Satake from PD&C yesterday, May 20th. At present, the plan is uncertain for departmental admin desks and high traffic areas. There is still much that needs to be resolved in regards to the possibility of plexiglass shields being installed. More to come on this topic in future CLT meetings.

BAC: There is a small number of students upset about their grades, as most are doing better than they thought. A number of students were referred to Rachelle Darabi who wished to appeal the P/NP deadline. About 400 students have not registered for FA20 courses yet. The calling campaign was relatively successful as there were initially approximately 700 who were not registered.

FGB:

ITC: Cyber student won FBLA competition.

MFD:

MKT: Uncertain if FBLA national competition will be held.

MARCOM:

MGT:

SOA:

TCM: Having room capacity issues. Adding more CM internships than ever before. Over 40 students.

Mark Your Calendars

May 25 – University closed in observance of Memorial Day

June 25 – Administrative planning retreat, details TBD