

COB LEADERSHIP TEAM (CLT)

July 16, 2020

2:00 – 3:30 pm * Zoom Conference

MINUTES

David Meinert, Kent Ragan, Elizabeth Rozell, Ismet Anitsal, Neal Callahan, Kim Church, Sandy Culver, Joshua Davis, Jason DeBode, Jeff Jones, Melissa Price, Stef Hall

I. Dean's Agenda Items

a. Announcements:

- i. The Provost is forming a committee to review T&P forms. - **Committee will consist of a Dept. Rep, a Dean, and an Associate Dean.**
- ii. A Welcome Back Zoom Session will be held on Thursday, August 13th from 11 am – 1 pm. - **Virtual format will be similar to traditional, with the addition of an educational program related to Diversity and Inclusion.**
- iii. A virtual ALL COB will be held on Friday, August 14th from 10 am – Noon. Clif and/or Frank will be joining us for short time. – **The virtual ALL COB may be delivered via a Zoom Webinar, final decision pending.**
- iv. All new hires are expected to complete the CITI Responsible Conduct of Research Training. – **DHs should make sure that all their tenure-track faculty have completed this training. Dr. Rozell will reinforce during fall T&P training session.**
- v. Chris Craig is seeking feedback regarding the Academic Leadership Academy and New Administrator Training. – **If you have attended this training in recent years, please share your thoughts regarding format and content with Chris Craig. Jeff Jones supported a multi-day format rather than intensive all-day session.**
- vi. A committee has been formed to establish the process for developing MSU's Long-Range Plan. – **Dean Shawn Wahl will be co-chairing the committee with VP Suzanne Shaw. An outside consultant will be hired to assist. COB will need to focus on some of their key action items when developing COB's next 5-Year Strategic Plan.**
- vii. Rachele Darabi will be retiring August 1st. Her duties will be split between Dr. Kelly Wood, who will assume the role of Associate Provost for Student Success and Dr. Keri Franklin, who will serve as Associate Provost for Public Affairs and Assessment. – **Look at the Provost Communique for more details. If unsure who to contact for an issue, contact Mary Lynne Golden.**
- viii. See newly created (5/11/20) and revised (6/30/20) [Computer Requirements](#) for utilizing Blackboard. – **Please go to the website and read in its entirety. The main takeaway is that students will not be able to use iPads or Chromebooks to take a Respondus exam.**

b. Discussion:

- i. **Career Fair Update – An announcement was sent out on Monday to employers and students regarding the upcoming Career Fairs. The tentative plan is to hold 2 virtual and 3 in-person fairs. TCM will have their own fair the day after the Business Career Fair. MarCom polled employers regarding their preference for virtual vs. in-person career fairs. Nearly 50 employers prefer virtual, 40 prefer in-person, and a handful are open to either modality. COB will use Handshake for the virtual fairs. Handshake will release instructions later this summer. COB will again provide suit scholarships, and students will be notified via email with**

additional promo on the Career Fair web page. Students should apply early as the scholarship is first come, first serve. The Prepare for the Fair Workshop will be virtual this year. CLT agreed that classes should be canceled to maximize student attendance, but final decision regarding days/times to cancel will be made at next meeting.

- ii. Emergency Management COVID-19 Table Top Exercise – University Leaders explored multiple what-if scenarios related to COVID cases, which included indicators for Greene County. Good exercise for considering what-ifs, which identified additional factors that would need to be considered. Reinforced the need to look at multiple factors when determining whether select or all classes should move to alternative modality. Likewise demonstrated the value of tracking early indicators and communicating frequently with university leaders.
- iii. ALC Retreat Updates
 - a) Draft Action Plan for 2020-21 (See Attached Draft 2020-2021 Action Plan) – This topic will be part of our CLT Mini Retreat.
 - b) Diversity and Inclusion (See Draft 2020-2021 Action Plan) – Look at and send feedback to Dave.
 - c) FA20 Syllabi and Agility Expectations (See Attached GEP101 Contingency Plan) – Kelly Wood provided sample template; the goal is to let students know how faculty will accommodate different scenarios.
 - d) Mask Policy Updates – CLT is encouraged to review Greene County website for info on Springfield face coverings order. There may be an update by Monday on MSU’s mask policy. Signs will be posted on exterior doors of academic buildings to remind visitors of the mask policy. Plans are to have “greeters” at building entrances at the start of the fall semester. Greeters will be given scripts to assist with how to deal with any issues that may arise due to non-compliance. This proactive approach will reduce the number of students arriving in classes without masks.

Per the poll taken at the most recent MSU Town Hall meeting, faculty are willing to enforce this policy with proper training and administrative back-up. Faculty will likewise be provided with detailed directions with scripts to assist with enforcing mask compliance in classrooms. Deans and DHs will be responsible for assisting if issues arise.

Students must go through DRC to get an exception to not wear a face covering. Employees need to go through Julia Holmes to acquire their exceptions.

- e) COVID-19 Issues
 - a. Seating Charts – To support contact tracing, accurate seating charts need to be completed by the end of the first week of classes (ideally by end of the first session). Department Heads do not expect any issues with COB faculty keeping seating charts.
 - b. Disclosure restrictions
 - c. Contingency Plans if faculty are ill - Department Heads were encouraged to develop contingency plans for covering all courses.
 - d. Computer Cart Shields - Requests by faculty for plexiglass shields in select classrooms, where computer carts are less than 6 ft from the front row, were submitted to PD&C.
 - e. Mics in rooms – Glass auditoriums (GLA101,102, 108) and large rooms (GLA354 and 486) are equipped with microphones (lapels or

boundary/wedge mics on carts). COB is exploring options to deploy microphones in additional classrooms.

- iv. Consideration of the shift in online international students and SP21 scheduling – With many international students unable to attend on-campus classes due to travel or safety concerns, demand for online sections of upper division courses is expected to increase.

II. Associate Dean Topics

a. Dr. Rozell

- i. 2020-2021 Committee Template – Dr. Rozell will be sending this out via email. DHs were requested to submit their respective lists to Dr. Rozell by no later than August 21st.
- ii. Process for class size minimums – Dr. Rozell will be sending a spreadsheet out to DHs with enrollment data. DHs with low enrollment sections will be expected to explain why they are justified.
- iii. FEC changes anticipated for this year? – There are no anticipated changes. Dr. Rozell and Kate Haring are in the process of updating FQ forms and annual report documents. February 1st is the deadline to have these completed.
- iv. T&P Binder pick up – Still in Dean's conference room. Dr. Rozell will communicate with faculty when they are ready to be picked up.
- v. CITI Training - Covered under Announcements above.
- vi. Tutoring Lab Report – FA19 - 219 tutoring sessions. SP20 - 60 virtual tutoring sessions. ACC 201 was most popular. CIS 201 was next highest. All FA20 COB tutoring will be conducted via Zoom, which may be scheduled via the BearClaw scheduling system.

b. Dr. Ragan

- i. Last call – SP21 large classroom requests, Glass 354 and 486 – Send to Kent ASAP (tomorrow, Friday, July 17th) for Glass 101 or 108. GLA 354 and 486 will continue to be available for classes in SP21 and will be equipped as Zoom Rooms.
- ii. EMBA Update (Ft. Leonard Wood proposal submitted; no arrivals this fall) – The 11 EMBA students accepted for FA20 will be deferred to SP21.

The U.S. Army is reportedly moving forward with a review of proposals to deliver graduate courses at Ft. Leonard Wood. MSU is one of three Universities that submitted a proposal.

BAC: SOAR – Mondays and Tuesdays are in person for 1st time freshman. Last Wednesday was the 1st virtual session and it was challenging due to parents joining in on the sessions. Last week we had 9 students come through. Virtual sessions went better this week.

FGB:

ITC:

MFD:

MKT:

MARCOM:

MGT:

SOA:

TCM:

Mark Your Calendars

July 31 – CLT Mini Retreat

August 3 – CLT Mini Retreat

August 5 – Virtual Town Hall Meeting @ 10:00am

August 10 – CLT Mini Retreat

August 12 – CLT Mini Retreat