

COB LEADERSHIP TEAM (CLT)

July 30, 2020

2:00 – 3:30 pm * Zoom Conference

MINUTES

I. Dean's Agenda Items

a. Announcements:

- i. The Office of the Provost emailed all faculty regarding unique FA20 syllabi statements – face coverings, contingency plans, and new Title IX statement. This communication also addressed classroom attendance and safe classroom protocols. **This communication may prompt faculty questions, DHs should be prepared. The expectation is for faculty to provide contingency plans. One goal is to encourage students to remain home if they feel ill or have reason to believe they've been in close contact with someone who has COVID. Online classes are not required to have contingency plans.**
- ii. Discretionary modality changes for FA20 to CNET (100% synchronous Zoom) or INET (online) will only be allowed with extenuating circumstances and requiring Dean approval. If an ADA Accommodation calls for a fully online schedule approval for modality changes is not required, but the Dean must be notified.
- iii. Faculty and staff should utilize official MSU [COVID-19 signage](#) for masking and social distancing notices.
- iv. MSU's [COVID-19 Testing Policy](#) has been updated and should be reviewed. Key change:

All students, faculty and staff who test positive for COVID-19 through a test not administered by the university must immediately notify the COVID-19 reporting line by email at COVID19@missouristate.edu or by phone at 417-837-3737. Additionally, all students, faculty and staff who are informed by a physician or public health official that they must quarantine or isolate must immediately notify the COVID-19 reporting line.

- v. [COVID-19 Events Policy](#) has been extended through December 31st. Per David Hall, effective July 24, a risk assessment matrix is no longer required, but might be reinstated if state or local orders on occupancy or events becomes more restrictive.
- vi. Faculty wishing to register for one or more MAGNA courses related to online teaching should notify Nancy Gordon ASAP. Nancy will provide faculty with the necessary login codes/credentials.
 - a. Developing and Teaching an Online Course
 - b. Managing Your Online Classroom
 - c. Evaluating Online Teaching
 - d. Preparing to Teach Online
- vii. Equipment for new Zoom Rooms has been challenging to acquire. Some rooms may not be finished until very close to the start of FA20, and others

- may not be done until after the semester starts. An additional (50) boundary (wedge) mics have been ordered.
- viii. SP20 Deans List - Students who did NOT have the minimum number of graded credit hours (12) due to selecting the P/NP option for one or more courses will not receive an exception.
 - ix. Freshmen and Transfer admission requirements were revised (see email on 7/29)
 - x. GRAD COLLEGE has asked Graduate Program Directors to consider waiving admission exams for SU21 and FA21. - **Dr. Rozell expressed concern about committing a year in advance. There is also concern that high performing students may not continue if waiving the GMAT results in too much disparity in student motivation and performance.**
 - xi. ALL COB Meeting will be Friday, August 14 10 am – Noon
 - xii. Welcome Back Faculty on August 10th 11:00 am – 12: 30 pm (approx.)
 - xiii. Current practice of routing PAFs via email will continue, going forward. A limit of one PAF per email will be strictly enforced. Subject line naming conventions provided earlier by Stef will continue as it expedites tracking and processing.
 - xiv. Stef had each department poll faculty re their desire to have a plastic face shield and 68 were requested. These will be distributed to departments, and 10 additional face shields will be available in the Dean's Office.
 - xv. Open Positions have been placed in one of three categories—1) Frozen; 2) Open to Hire; or 3) On Hold for review in early October. Only two COB positions were approved for hiring – MGT Assistant Professor (retirement) and ITC Instructor (Stat).
 - xvi. BOG August Retreat/Meeting now virtual – **Mask Policy will be finalized at next BOG meeting. The policy is currently evolving and may end up being more restrictive.**

b. Discussion:

- i. Career Fair Registration Update & Canceling Classes for Virtual or Physical Fairs – **The majority of firms are opting for the virtual format. There are currently 15 registered for COB Virtual and 2 in-person. TCM is the exception with 16 non-virtual registrants. Prepare for the Fair will be an online, independent completion course. CLT will make a final decision on canceling classes at 7/31 Mini Retreat.**
- ii. COB Student Organization Membership Recruitment – **To promote social distancing there will be no student org tables in the hallways this year. COB SLC will be encouraged to go virtual for recruiting members.**
- iii. Classroom Capacity/COVID Capacity – **As Springfield-Greene County Health Department has revised occupancy limits MSU Offices have at times issued conflicting and confusing information regarding maximum classroom capacity. David Hall acknowledged that recently distributed COVID capacity numbers were based on earlier, more restrictive occupancy levels and did not reflect mandatory masking. With easing occupancy restrictions and mandatory masking, preliminary COVID-19 capacity limits are no longer relevant. The College's goal continues to be to utilize the largest available classrooms to maximize social distancing.**
- iv. Accommodating faculty requests to change TRAD to BLND modality – **Following the recent SPS announcement for blended classes, the**

President and Provost have indicated faculty may request, and be granted permission to change traditional courses to a blended format if they (faculty) have the training or experience to provide a quality online experience. The Dean does not have to approve these TRAD to BLND modality changes, nor those changes resulting from ADA Accommodations. DHs should work with Katrina Chavez to make FA20 modality changes.

- v. Accommodating staff requests for telework, flex scheduling, or leave (emergency/vacation/sick) – **Tabled for tomorrow's mini retreat.**
- vi. Enforcing Mask Policy (1st week of classes) – **Tabled for tomorrow's mini retreat**
 - No Food and Drink

II. Associate Dean Topics

a. Dr. Rozell

- i. Low enrollment classes – **Dr. Rozell sent spreadsheet to DHs.**
- ii. External review letter solicitation – **Please complete them if you have not already.**
- iii. T & P Binder pick up – **Binders are still being checked, Dr. Rozell will inform DHs when the binders are complete.**
- iv. **Discussion on compliance with US Dept. of Education guidelines – Dr. Rozell met with Chris Craig and the Digital Measures committee.**

b. Dr. Ragan

- i. Glass Hall HVAC Occupied Status -
 - a) The original Glass Hall is set to occupied status 24/7 except for faculty offices with free-standing ("hotel") units. The addition is set to occupied status 6:00am – 5:00pm.
 - b) If you touch a thermostat, it goes to occupied for two hours (manual override).
 - c) EMS data is downloaded on Wednesdays and events are input into the HVAC management system on Thursdays for the following week. Any short-notice events (newly scheduled within 1.5 weeks, last-minute room changes) – call Work Management at 6-8400 and they will input the change. Any department or area in COB can make such a call. Please notify Kent Ragan (KentRagan@MissouriState.edu) after the call so he is aware.
- ii. Private office masking
 - a) Discretion of faculty/staff
 - b) Janet provided departmental offices with the template to print mask signage
- iii. PPE was delivered to departmental offices
 - a) Additional supplies can be ordered from Work Management via a Work Order or by calling 6-8400. Spray bottles can be refilled via a work order.
- iv. Class Scheduling – **Exploring a college-wide M-W, T-TH format to better accommodate blended courses. DHs should discuss this possible change with faculty to get their feedback.**
- v. Fletch attendance system
 - a) Glass 101 (new), 102, 108, 262, 331, 431, 435, and Kemper 102

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 10 – Welcome Back Faculty @ 11:00am – 12:30pm

August 12 – CLT Mini Retreat

August 14 – ALL COB Meeting