

## COB LEADERSHIP TEAM (CLT)

August 13, 2020

2:00 – 3:30 pm \* Zoom Conference

### MINUTES

#### I. Dean's Agenda Items

##### a. Announcements:

- i. Showcase sessions had 200-300+ per session, thank you for promoting to your faculty. - **These sessions will likely continue throughout the year.**
- ii. Faculty can still register for MAGNA Online teaching courses (94 signed up to date), contact Nancy Gordon to register – **These are asynchronous courses.**
- iii. Most Zoom rooms will be ready by start of classes – **There are some differences between rooms due to the different layouts of some rooms. See Kent Ragan if there are questions.**
- iv. Internal grant opportunities for Faculty Research Grants, Summer Fellowships, and Assessment will continue. – **This will be mentioned in All COB presentation**
- v. Return-to-Campus and Travel Policy are being revised to reflect updated CDC recommendations
- vi. University Communications is creating templates for common COVID-19 related communication needs (e.g., Class will be temporarily going online for X days). – **Suzanne Shaw plans to create templates to share with the colleges.**

##### b. Discussion:

- i. Modality changes confirmed by Katrina? Students notified? – **All but Dr. Callahan received a confirmation, but he was able to check and confirm they were completed. He then notified his faculty.**
- ii. Spring 2021 Class Schedules – 50/30/20 Blended/Online/Seated – **If COB is significantly outside of this model, Dean Meinert will consult with the Provost. Dean Meinert informed the President and Provost that COB is changing to a M/W and T/H format Spring 2021. President Smart and Provost Einhellig are supportive. Other Deans are talking about adopting this model.**
- iii. Enrollment Update
- iv. Process for handling modality change requests
- v. ADA Accommodations – **Julia Holmes makes the accommodations for faculty and DRC – Justin Lozano makes accommodations for students.**
- vi. All COB Presentation – **Send corrections/additions by 9:00pm tonight.**
- vii. Other? – **To avoid sending mixed messages regarding the masking policy, student workers and administrative assistants should not eat at their desks where they can be observed by students.**

#### II. Associate Dean Topics

##### a. Dr. Rozell

- i. T & P Packets – **Stef sent email to faculty to pick up their packets. There are several notes from Dr. Rozell, Juli and Dean Meinert in them. If faculty have any questions about any of the notes in their binders, they may contact Dr. Rozell.**
- ii. T & P Workshop on Friday, October 16, 9-10:30am via Zoom – **Workshop will be promoted via Inside COB. Dr. Rozell will send a reminder to DHs. DHs should then forward the information to their tenure-track faculty. If someone has already attended the workshop, they are not required to attend this one.**

- iii. T & P signature page for new faculty – Juli left notes in those that were not in the binders. This is a very important document to have signed. It acknowledges receipt of the T & P guidelines for the year they were hired.
- iv. New faculty COB orientation – 8/11 and 8/14
- v. Opportunities for alums to speak to classes via Zoom
- vi. Group mentorship opportunities for alums/EAC – This was an AACSB suggestion. Might be better/easier to do with Zoom now.
- vii. Accreditation issues
  - i) Departmental plans to show currency in classroom – Thoughts on ensuring faculty are presenting up-to-date information?
  - ii) Plans for emergent technologies infused in COB core – AACSB would like to see colleges using programs other than Excel. Dr. Church commented that if these programs are to be implemented, then they should not be introduced to seniors. They should be introduced at an introduction level in the 200 levels courses.

b. Dr. Ragan

- i. Zoom Rooms – Glass 101, 102, 108, 354, 345, 486, Kemper 205
  - i) Training document forthcoming?
  - ii) Invite your faculty teaching in one of the above rooms to come tomorrow (Friday, Aug. 14) 8:30 a.m. to Glass 354 and we can discuss use with Joe Strong, classroom tech engineer. - Configuration should be similar in all rooms. There should now be a camera button on the Crestrons.
- ii. Recording lectures in non-Zoom Rooms:
  - i) We can install a plug and play webcam upon request – Let Dr. Ragan know a web cam is required. Due to security/theft concerns webcams will only be installed upon request.
  - ii) Theft concerns!
- iii. Masks
  - i) Each faculty member is to receive a sandwich bag with 10 masks. - Give to all faculty and per course.
    - a. Please ask them to take those to class the first week in case we miss someone at the doors.
  - ii) Most likely, PCOB and Kemper will not have door attendants next week.
  - iii) We will place some individually-wrapped masks in computer cart keyboard drawers at the end of next week. Those will be restocked periodically.
  - iv) Faculty should discuss the situation with students who habitually forget their mask.
  - v) Faculty need to lock carts or webcams, masks, etc. are going to disappear.
- iv. Wipes
  - i) More coming your way
- v. COVID Cleaning Supplies
  - i) Please reorder what your department needs
  - ii) Ismet mentioned that Sam's has a great deal
- vi. Classrooms
  - i) Departments need to lock their priority classrooms each day if there is no night class or event schedule that evening – Do this after the last class of the day.

- vii. Faculty may decline custodial services in their offices via this form:  
<https://www.cognitofrms.com/MissouriStateUniversity1/RequestToDeclineCustodialServiceFall2020>
- i) Please share that with your faculty.
  - ii) Entire semester. Sticker placed on doorframe. Work order required for service.

**Mark Your Calendars**

August 13 – Welcome Back Faculty @ 11:00am – 12:30pm

August 14 – ALL COB Virtual Meeting @ 10:00am