

## COB LEADERSHIP TEAM (CLT)

October 22, 2020

2:30 – 4:00 pm \* Zoom Conference

### MINUTES

#### I. Dean's Agenda Items

##### A. Announcements:

- i. Canceled: Midnight Breakfast in Residence Halls, Presidents Open House, and Staff Recognition Award Luncheon
- ii. Spring 2021 Schedules should be finalized unless there are additional ADA accommodations
- iii. COB Diversity and Inclusion Committee convened for the first time on 10/21 – **The members, representing all units in the College, are being given a couple of weeks to reflect on what they would like to focus on in the short- and long-term. One really good recommendation came out of the first committee meeting.**
- iv. MSU Editorial and Design Services is working on Feb issue of COB CONNECTION. SMEs will be asked to proof drafts (in Word) as pieces are completed. Reduce # of proofs at later stages of layout.
- v. FCTL (see attachment) – **This will be communicated in the next edition of Inside COB. Jamie Grigsby received a mini grant. A faculty member in FGB received one as well.**
  - a) Teaching with Zoom sessions between Oct 23 and Nov 16.
  - b) 2020-2021 Curriculum Innovation Proposals (awards up to \$4K) due by October 31, 2020.
  - c) Curriculum Innovation Mini-Grants (awards up to \$1200) accepted until funds are depleted.
- vi. Summer and Fall 2021 Schedule and Registration Timeline information will be shared next week with departments. Schedule will be rolled (as usual) on November 2. See key dates below:
  - a) Open Scheduling-Priority – **November 3 – February 7** (Departments schedule only in their priority rooms and the schedule is only accessible in Banner)
  - b) Large Classroom Deadline – **January 31** (Departments must have sections with 80+ max enrollment scheduled in Banner by large classroom deadline)
  - c) Open Scheduling-Standard – **February 8 – 21** (Departments can schedule in any open classroom and the schedule is accessible only in Banner. Large classrooms are assigned by Room Scheduling before this period begins.)
  - d) Late/Department Event Scheduling – **February 22 – April 11** (Schedule is posted on February 22<sup>nd</sup>. Departments begin scheduling events in EMS and continue updating schedule)
  - e) Approved Changes only – **April 12 – End of Semester** (Sequenced registration begins April 12<sup>th</sup> and ends May 4<sup>th</sup>. Departments are no longer able to make specific changes to their schedules without assistance from the Office of the Registrar.)

## B. Discussion:

- i. **Showcase Recruitment (Melissa Price)** – There will be 2 Showcase dates, Oct. 31 and Nov. 21. GA's from the Dean's office will deliver materials on the 28<sup>th</sup> of next week. Remind faculty to bring materials back to Dean's office following Saturday's event. In addition to students expressing interest in COB majors, there are currently 45 undecided students signed up. An updated list will be sent after Friday. We're expecting the same number of participants at this event as there were at the last event this Summer. There will be volunteers available at tables in the Atrium on both days to assist participants who may not know where to go next. Only the north & south Atrium doors will be unlocked. If you have lab space, those spaces will be highlighted on the map so there will be no need to have those areas staffed. Let Melissa know if you want a specific space highlighted.
- ii. **COVID 19 Updates** – COB had 0's across the board this past week. Some other colleges have 0's as well. Convenience testing had a 0% positivity rate. MHWC had an 11% positivity rate for symptomatic cases. This is the lowest positivity rate recorded this semester. Greene County cases have reportedly dropped by 16%.
- iii. **Fall 2020 Final Exams** – Chris Craig clarified that TRAD classes should hold final exams as scheduled, while instructors with BLND courses can opt for seated or online exams. Online class final exams will not change. Those administering online exams for ONLINE or BLND sections are expected to provide at least a 24-hour window. Faculty should be cautioned about completing classes prior to study day, or front-loading exams during Finals Week.
- iv. **Perspectives on Spring Break** – The sentiment across COB academic units is to eliminate Spring Break. Students have expressed very strongly that they want to retain Spring Break. There has been some discussion of combining Spring Break and the Spring Holiday to reduce student travel. AC is expected to discuss Spring Break at their next meeting with a final decision made and announced by the following week.
- v. **Recruiting Faculty for FA21** – Frank must approve college hiring plans and provide them to HR. COB is expected to receive permission to search for several faculty lines, as well as an MGT DH.
- vi. **IRB Approvals** – During SP20, a COB IRB proposal went to a reviewers JUNK folder, Institutional Research did not note it was pending, and a student project with data collection took place without approval. When this was discovered, a letter of noncompliance had to be submitted to the Department of Health and Human Services. All DHs were asked to remind faculty to ensure they have IRB approval before starting any data collection.
- vii. **BOG** – The BOG was notified of the 7-figure scholarship gift for COB. A press release is forthcoming.
- viii. **MHWC will be closed during the holiday break** – 12/19-1/3 - with the exception of 12/23 & 12/29. The CRT will be working during the break.
- ix. **Fall Commencement** – There were concerns regarding the number of guests who did not comply with the mask policy. Administration is looking at options to improve compliance at future Commencements. There were about 660 graduates over 2 ceremonies on Sunday. The Commencement Committee is considering 3 or 4 ceremonies for Fall Commencement. The Registrar is expecting approximately 1600 fall graduates and nearly 1,200 have already expressed interest in walking. Final plans for Fall commencement will be finalized after 10/31.

- x. LocallQ – DHs will soon be asked to review newly created Landing Pages for their programs.
- xi. Student Recruitment - A digital version of the COB Undergraduate Program Guide and Guide to Business Majors and Careers is being developed to support virtual campus visits. COB has been invited to participate in an Admissions Live Stream event with prospective business students. .

## II. Associate Dean Topics

### A. Dr. Rozell

- i. **Faculty Research Grants:** Fall proposals were due on October 1 and are being reviewed. Spring applications are due February 1. Information available at <https://graduate.missouristate.edu/FacultyStaff/FacultyResearchGrants.htm>.
- ii. **Summer Faculty Fellowships:** Proposals are due in the Graduate College on October 30. Information available at <https://graduate.missouristate.edu/FacultyStaff/SummerFellowships.htm>.
- iii. **Frank Einhellig Graduate Interdisciplinary Forum:** Save the date of May 1, 2021. More information forthcoming at <https://graduate.missouristate.edu/currentstudents/IDF.htm>.
- iv. **The 3-minute Thesis (3MT) Competition:** The 3MT competition has been moved to Friday, February 5, 2021 in PSU Theater. The competition will begin promptly at 5:00 p.m. Additional information can be found at <https://graduate.missouristate.edu/CurrentStudents/3-minute-thesis.htm>. – If you have a student you feel could or would like to compete (Independent study person would be good), encourage them to participate. There can be 3 entries from each college. Send names to Dr. Rozell.
- v. **PSIP** timeline will be in Inside COB. Application materials (sent digitally) due to Dr. Rozell by Friday, December 13. – Training workshops on how to prepare your packet.
- vi. **February 1 is the Big Day!** (Annual evaluation info, Summer Research Grants, Faculty Awards, FQ forms due) – **Emphasize this date to faculty.**
- vii. **Update on GPO advisor position.** – Ended up with a smaller pool than what we had hoped but have some great candidates. Dr. Rozell, Dr. Davis, Elizabeth Reger and Sandy Culver are on the search committee. We hope to hire two candidates out of the pool. One would start in November and the other in December.
- viii. **Quality of COB online courses** – We have been having some complaints lately. Online modality is not going away. Maybe COB could take the lead and investigate resources we have and need. Dr. Rozell feels there is a lot that could be done to improve quality of courses. She thinks additional training needs to happen. We could offer in-house training. Dr. Jones comment – FCTL Training is geared toward smaller class sizes.
  - a) Awareness of content/delivery in courses
  - b) Help faculty learn about new developments in online teaching
  - c) How to assess online quality

### B. Dr. Ragan

- i. MAM Projects – MKT 796 and 456 for starters – **Marketing faculty have made their project commitments. Dr. Ragan will send an email for opportunities for students to work on projects for SP21.**

- ii. COB Diversity Committee – Student issues were discussed. Another meeting is scheduled for November 4<sup>th</sup>. Dr. Ragan will share data of how COB compares to the rest of campus. Will examine retention in student categories.
- iii. Large classroom scheduling – Send your needs to Dr. Ragan by early December as well as need for 354 & 486. A decision needs to be made on whether GLA 354 and 486 are going to remain as classrooms or go back to event spaces for SP21.
- iv. EMBA at Ft. Leonard Wood – No word yet.

**BAC:** Some students are having issues with the Pass/No Pass. If students complain, encourage them to contact their advisor.

**FGB:** Tabby is back. Meeting with Patti Ingle and president of Arvest next week, Monday.

**ITC:**

**MFD:** MFD is making 2 videos. One is for Logan-Rogersville. One student has his own video production company.

**MKT:** Samantha Francka received a Public Affairs award. Jamie Grigsby received a Curriculum Innovation Mini Grant award.

**MARCOM:**

**MGT:** An MHA student got a Fellowship with University Hospital in Columbia, MO.

**SOA:** Julie Ravenscraft defended and passed.

**TCM:** Held a small event for graduates in conjunction with October Commencement - 10 showed graduates participated.