

## COB LEADERSHIP TEAM (CLT)

April 8, 2021

2:00 – 3:30 pm Zoom Conference

### MINUTES

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

#### I. Dean's Agenda Items

##### a. Announcements:

- i. **UCF study shows masks are key to 3 feet of distancing** (see attachment) – we need to enforce the masking policy as long as it remains in effect.
- ii. **COB is still in need of GEP101 instructors, including for first-gen sections.**
- iii. Today (4/8) and tomorrow (4/9) parking lots 17, 20, 20A, 25, 35, and 54 will be closed in support of the COVID-19 mass vaccination event being held at Hammons Student Center. Lot 20 Blue permit holders may park in lots 4, 19, or Bear Park South. Yellow permit holders may park in Bear Park South or Bear Park North. - **If anyone receives a ticket for parking in a different lot, email Cole Pruitt with an explanation and he will take care of it.**
- iv. Town Hall Meeting – April 9 - 3:00 pm to 4:30 pm - **Stef sent an Outlook invite with zoom link to All COB.**
- v. Impact Summit - **College Student Mental Health Conference April 28** (See attachment) – **CLT will encourage faculty to attend.**
- vi. FCTL Professional Development Programs, Resources & Trainings (See attachment)
  - a) **Transformative Conversations: Restore and Rebuild 2021**
  - b) **Blend by Design: A Professional Development Opportunity**
  - c) **Magna Commons Library**
  - d) **Online Course Development Boot Camp**
- vii. **Teaching and Class Modalities** – Resource Page now located under Faculty Affairs-Faculty Resources-[Teaching and Class Modalities](#)
  - a) I've let the Provost know we have several concerns, which Kent is sharing concerns with Dean Matthews
- viii. New Associate Director of Dual Credit, Stephanie Van Rhein, will be scheduling meetings with all Department Heads with DC offerings. – **No one in COB has been contacted yet.**
- ix. Graduate Assistantships
  - a) Reappointments due by April 30, 2021 for AY21-22
  - b) Reappointments due by April 30, 2021 for FA21
  - c) New and Reappointments due by April 30, 2021 for SU21
  - d) New appointments due by July 15, 2021 for FA21
- x. Helicopter landing on campus – for ROTC on April 22 (near ROTC tower)
- xi. Wednesday October 13 & Thursday October 14 MSU Giving Day (Homecoming Week) – **The Foundation has engaged a consulting company to assist in planning this event.**
- xii. Please submit known summer vacation plans to Stef so we can plan CLT meetings and COB retreat
  - a) Administrative Council will meet June 24
  - b) ALC will be July...

b. Discussion:

- i. Spring Showcase - Melissa sent an update email this week. Materials will be delivered to offices tomorrow. Stef, Juli, and Janet will be helping with check-ins. Will follow the same format as the fall. Self-guided tours with maps will be provided. Admissions representatives will be present to help families with any questions or issues they may have.
- ii. Summer Retreat
  - a) Late July vs early August – CLT would like to meet in person if possible.
  - b) One day or mini-retreats – The consensus is that if we meet in person then we can have a one-day retreat. If we meet virtually, then it is preferred to have mini retreats.
- iii. Mask Compliance Issues - Reinforce to students that the mask policy is still in place. Remind people to wear their mask if they are not wearing them. If you have any issues with students, contact the Dean's office for assistance.
- iv. Guiding Principles for Blackboard – The Deputy Provost has reported that select faculty are not using Bb. If you know of anyone not using Bb, please encourage them to use it as students are familiar with the platform. If Bb is not being used, faculty must demonstrate they have effective means for making online announcements, sharing feedback, and providing access to grade data.
- v. Syllabi - Chris Craig convened a committee to discuss pulling standard U academic policies out of individual syllabi. Focus is on two key areas:
  - a) Centralizing common policy statements
  - b) Learner Centered Syllabi – This would consist of changing the language from “don’t dos” to “dos”. There may be some workshops coming up to educate faculty. .
- vi. [Guiding Principles for Employee Return to Campus in Fall 2021](#) – CLT Members should look at this and be prepared to answer questions that others may ask. If COVID conditions worsen, these principles will be revisited.
- vii. Spring 2022 Class Scheduling - COB has a high number of online courses right now. We are currently U leader in percentage of online sections.

II. Associate Dean Topics

a. Dr. Rozell

i. **Graduate College Due Dates:**

- a) **Important Faculty related funding deadlines.** Guidelines and applications can be found at

<http://graduate.missouristate.edu/facultystaff/ResearchSupport.htm>

- a. International Travel Funds. TEMPORARILY SUSPENDED DUE TO COVID-19. Applications are due in the Graduate College on October 15. Other application dates for the year are January 15, April 15, July 15. No applications will be considered between the deadlines. Information available at

<https://graduate.missouristate.edu/FacultyStaff/InternationalTravel.htm>.

- b. Faculty Research Grants: Fall proposals are due October

1. Spring applications are due February 1. Information available at <https://graduate.missouristate.edu/FacultyStaff/FacultyResearchGrants.htm>.

- c. Summer Faculty Fellowships: Fall application deadline is October 30. Information available at <https://graduate.missouristate.edu/FacultyStaff/SummerFellowships.htm>.
- ii. **Frank Einhellig Graduate Interdisciplinary Forum.** Will be virtual and span across days in late April and/or early May with the award presentations on Saturday, May 1. See website for additional information at <https://graduate.missouristate.edu/currentstudents/IDF.htm>.
- iii. **The 3-minute Thesis (3MT) Competition.** The 3MT competition will be held on Friday, November 12, 2021. Additional information can be found at <https://graduate.missouristate.edu/CurrentStudents/3-minute-thesis.htm>.
- iv. PI Apparel North America Careers Fair—April 28—students may register at <https://apparel.pi.tv/careers/123> - Supply chain, apparel, sourcing, and production are some of the areas that this career fair will cater towards. 40 schools have signed up.
- v. LRP Steering Committee presentations - In the next two weeks, the committee will be presenting the scenarios they have developed. They have already been presented to Staff Senate and Faculty Senate. Other presentations will be at the Town Hall meeting, BOG meeting, and SGA in the future. The committee would really like feedback. Please attend one of these events if possible.
- vi. Advisor search – There are 2 finalists, with interviews planned for the coming week.
- vii. Info for AACSB due April 15 - Libby sent an email about this topic.

b. Dr. Ragan

- i. Study Away Proposals - Talk with your faculty about Study Away. If anyone has interest in being a program leader, have them talk to Kent or Michelle. First time leaders will have to use a 3<sup>rd</sup> party provider, unless they have completed COB's faculty mentoring program.
  - a) SP22 and SU22 semesters – deadline is July 30, 2021 to have a table at the Study Away Fair (9/16/21). Final deadline is 9/10/21
  - b) Please contact your potential STFD program leaders within the next two weeks to assess their interest in proposing a program for 2022 or at any point in the future. Faculty who have expressed interest or who have previously led programs are (to the best of our knowledge):
    - a. SOA: Kim Church, Julie Ravenscraft
    - b. FGB: Y. Jenny Zhang
    - c. ITC: Cathy VanLanduyt
    - d. MGT: Mike Merrigan, Phillip Rothschild, Dana Frederick, Dan Goering, Andrew Albritton, Jason DeBode
    - e. MKT: Chuck Hermans, Courtney Pham, Christina Simmers, Rebecca Rast
    - f. TCM: Marciann Patton
  - c) DH needs to discuss academic content with potential program directors prior to proposal development.
  - d) Michelle Hulett and I are happy to brainstorm with potential program directors.
- ii. Collaborative Diversity Conference: Please share registration information with your faculty and staff (emailed to CLT on 4/7/2021) – COB is a major sponsor for

this conference, CLT members urged to encourage their associates to participate.

MERIT is designed for students to push out their own information through social media. It is a more organic way of posting rather than through blogs. It is a great way of getting information out to students' local news outlets. Encourage faculty and students to become familiar with MERIT. Have faculty advisors fill out a MERIT form. Start with student orgs.

**BAC:** Registration starts on Monday.

**FGB:** CFA Research Challenge will present virtually on April 15<sup>th</sup>. If they advance out of the current round they'll be in the Global Finals. SW Finance Symposium is virtual tomorrow. Earlier this week had Risk Manager on Campus, Steve Brown from Cox Health.

**ITC:**

**MFD:** Senior Showcase on May 13<sup>th</sup>.

**MKT:** 2 faculty will organize a research workshop in the Fall.

**MARCOM:**

**MGT:** Hopefully concluding faculty search.

**SOA:** Made it through first round of annual evals.

**TCM:** Hard Hat Ceremony will be at University Plaza.

## Mark Your Calendars

### **April**

- 9 – Town Hall Meeting – 3:00pm-5:00pm
- 10 – Spring Showcase
- 15 – Info for AACSB due
- 22 – Collaborative Diversity Conference (virtual)
- 21 – BOG Executive Committee meeting – 4:00pm (virtual)
- 28 – Impact Summit (details TBD)
- 28 – PI Apparel North America Careers Fair
- 29 – Campus-wide Memorial Service – 4:00pm (Union Club)

### **May**

- 1 – Frank Einhellig Graduate Interdisciplinary Forum (virtual) 10:00am-11:30am
- 5 – Bears in the Know Luncheon – 11:30am (Meyer Alumni Center & virtual)
- 12 – MFD Senior Showcase
- 12-13 – Board of Governors meetings (details TBD)
- 13-14 – Spring Commencement
- 19 – Staff Appreciation Picnic in BearFest Village (Time TBD)
- 21 – Staff Appreciation Float Event in BearFest Village (Time TBD)

### **June**

- 19 – Alumni Awards of Distinction Banquet – 6:00pm PSU Ballroom
- 24 – Administrative Summer Planning Retreat – 9:30am – 5:00pm (details TBD)
- 24 - 25 – Summer Visit Day

### **July**

- 5 – University Closed in recognition of Independence Day
- 23 – Summer Visit Day

### **September**

- 8 – Accounting Career Fair - University Plaza Hotel
- 14 – COB Career Fair – EXPO Center
- 15 – Day after Interviews – EXPO Center

### **October**

- 13-14 – MSU Giving Day (Homecoming Weekend)
- 30 – Fall Showcase

### **November**

- 12 – 3-Minute Thesis (3MT) Competition @ 5:00pm – McQueary Family Health Sciences Hall, Room 126
- 13 – Fall Showcase