

## COB LEADERSHIP TEAM (CLT)

December 13, 2017

### MINUTES

**Attendees:** Neal Callahan, Ron Coulter, Brenda Crebs, Sandra Culver, Josh Davis, Dave Meinert, Kate Mendenhall, Melissa Price, Kent Ragan, Elizabeth Rozell and Dick Williams.

- I. Department Updates
  - a. Kate Mendenhall – this will be Kate’s last scheduled CLT as she will be moving sometime in January. She will still be working for the college, please email and call her with questions. For the first six months nothing will change and her utilization will be monitored. When new faculty are hired their research appointments will be paid out on July 31<sup>st</sup> and must be sent by the end of May. Research grants will be paid out June 30<sup>th</sup>.
  - b. BAC - Did 3 weeks of walk-ins this semester because of no-shows and less than normal appointments. Students have been asking for reminders – BAC is looking at a calendar system to send emails but texting would be preferred.
  - c. Marketing has had two candidates on-campus, made an offer to a candidate from Maryland. Exploring whether to propose removal of MKT364 from COB core. Elimination of MKT364 from the core would help COB reduce graduation requirements down to 120 hours. This course is not required by MU or Arkansas. Will put on agenda for College Council.
  - d. SOA – hired a candidate that will start FA18, another candidate will be recruited in the Spring. This is Sandra Byrd’s last week, as she is retiring at the end of FA17.
  - e. MIT – two retirements effective this week (Barry Wisdom and Joyce Lopez), hired seven candidates this semester and doing some curriculum revisions in CIS and Entrepreneurship. New T&P guidelines will roll out in March. The merger of MGT & CIS has gone very well.
  - f. Melissa Price – thanked everyone for their assistance in recruiting this fall. Scheduling an all-day Breeze Digital Signage training for select staff in early January. Following this training, staff who will be creating & publishing digital content to departmental or program displays will be trained. The goal is to have all staff trained by the end of February. Templates are almost complete for use in departments. Touch screen directories, including a kiosk in the atrium will be online by early SP18. FGB – Elimination of Real Estate Option passed through Faculty Senate last week. No one leaving nor are there any searches in FGB.

- g. TCM is interested in extending their visiting faculty appointment until the budget situation is fully known. Received a major equipment grant from Provost's office. Jacob Nelson is working to get the expanded lab online from the grant. COB & CNAS are working with PD&C on some potential plans to renovate select areas in Kemper.

## II. Dean's Topics

- a. Interim Associate Dean Search – Kent Ragan will be the Interim Associate Dean effective January 1, 2018. An Interim Department Head - FGB search will begin immediately.

- b. Building Updates:

- Einsteins will not open until FA18.
- West stairwells will be renovated over the break
- COB Tutoring Lab has been delayed due to construction delays. Hiring someone to run the lab is in question given potential budget cuts. Discussion ensued around how to structure tutoring. Dr. Rozell to work with departments to ascertain needs & identify potential tutors. Drs. Meinert and Rozell will sit down with Kate Haring to develop a plan for a pilot in SP18.

ALL COB Meeting in January – will schedule for Thursday the 11<sup>th</sup> – Agenda items include AACSB visit in February and university initiatives to grow enrollment through certificates, partnerships, alternative delivery modalities, etc. Rotary Tours on Tuesday, December 19, 12:45 pm (GLA486) – Department heads will serve as tour guides.

- c. China Campus Accreditation – Joint Foreign Cooperative Program Accredited through Chinese government – more information forthcoming.
- d. COB Retreat - looking at a date in July. Format to be determined.
- e. SA Course Preapprovals (requirement for COB SA Award)
  - Computer Services attempting to add approvals to same system for two-year programs
- f. CLT schedule & format going forward – moving to schedule two meetings a month on calendar with option to cancel if not needed. Move to 2:30 – 4 in Spring.
- g. Two open staff lines are currently on hold, pending additional information re 2018-2019 budget. Initial budget data should be available in late January/early February.

## III. Associate Dean Topics

- h. Small Class Sizes – Working with department heads to look at faculty resources and restructure for best utilization. BAC at times requests, based on student's needs, for opening additional sections.
- i. Sabbatical Application – one application has been given to Dean Meinert for review & final approval. Candidate still needs IRB approval.
- j. Tenure Guideline Revision
  - This year is FGB and TCM, MIT is already revising theirs.
  - February 5<sup>th</sup> is deadline Faculty Qualifications (FQs) are due to Department Heads. Encourage your faculty to fill out completely – data is needed for accreditation.
- k. FQ for SP
  - COB criteria have changed for a scholarly practitioner. Make sure per course and instructors meet new criteria.
  - Department Heads were reminded to verify departmental criteria, especially relevant and recent industry experience, are met for those with IP status.
- l. COB GEP Sections for FA18 – Met with Kelly Wood and they want more ranked faculty involved in teaching GEP. Salary needs to be increased to accomplish this goal. Dr. Rozell asked for consideration of possibly allowing COB to supplement. Pay is below overload stipend. Send names of interested faculty to Dr. Rozell.
- m. AACSB Visit – February 11-13, 2018 – Visitation Team has received, and approved a preliminary itinerary. Department Heads asked to check highlighted areas on itinerary, and get names to Dr. Rozell to fill faculty spots. Dr. Rozell will give an overview of AACSB report, and team itinerary at January All COB meeting.
  - Brenda coordinating air and travel
  - Mary Grace coordinating meals
  - Dr. Rozell is coordinating getting resources for the team
  - 485, 486 and 487, as well as the Dean's conference room have all been blocked during the visit – schedule is tight so rooms need to be close.
  - Schedule meeting of Faculty Executive Committee for January.

Meeting adjourned at 4:10 pm.

### **Mark Your Calendars**

**Dec 19** – Deadline for Final Grades, 2 pm

**Dec 19** – Downtown Rotary Building Tours, 12:45 pm

**Jan 8** – AAA LIBR 101, 1-2:30 pm

**Jan 12** – ALL COB GLA102, 10-11:00 am

**Jan 15** – Martin Luther King Jr. Day (Holiday)

Feb 11-13 – AACSB CIR Visit

Feb 19 – President's Day (Holiday)

Feb 26 – AAA w/ OTC (TBD) 3-5:00 pm