

COB LEADERSHIP TEAM (CLT)

Thursday, January 10, 2013

2:00-4:00pm, Glass 400B

MINUTES

Present: Stephanie Bryant, Sandy Culver, Kate Mendenhall, Rowena Stone Don Swift, Drs. Dave Meinert, Elizabeth Rozell, Jerry Chin, Ron Coulter, Kent Ragan, Shawn Strong, Dick Williams, Barry Wisdom

1. Dean Bryant's updates
 - a. COB Student Organization Funding
 - i. Process was reviewed at last month's meeting
 - ii. Changes have been made
 1. Department Heads have the option to pre-pay for student travel
 - a. If money is advanced, students must subtract this amount from the reimbursement request
 - b. COB study abroad program
 - i. \$500 for every COB student studying abroad for COB course
 1. All programs must be through Study Away
 - ii. Requirement – it must be a rigorous experience with significant work required.
 - iii. Department Heads need to review syllabus for each study abroad class
 1. Send on to dean if you approve of the course and funding for students
 - c. COB Student Ambassadors
 - i. New program started this semester
 - ii. Consists of students with a 3.0 GPA or higher to represent COB at various events
 1. Events include the following:
 - a. April 12th – Public Affairs Conference, Denny Reigle
 - b. April 20th – Bears Mean Business/Showcase
 - c. May 3rd – COB EAC Meeting
 - d. Various campus visits for prospective students
 - d. Attire during down time
 - i. Dress comfortably during holiday breaks (intersession included)
 - ii. During regular semester times, business casual
 - e. Dues
 - i. University will fund two individual memberships/dues
 1. Most likely this will be a set limit in the future
 2. No official rule has been set about this

3. For additional memberships, permission from the Provost is necessary
- f. Dean's Office responsibilities
 - i. New staff hires
 1. Sarah Nenner - Recruiting, Enrollment, Bears Business Community
 - a. All department literature will be redone this Spring
 2. Melissa Price – Marketing, Communications, and Public Relations
 - a. Website
 - i. University is going through a complete website renovation
 - b. Social media
 - c. Display cases
 - d. Scholarships
 - i. Melissa will chair every year to serve as a point of contact and oversee the process
 - ii. Scholarship committee will still chose the scholarship recipients
 - e. COB Newsletter
 3. Vickie Hicks – Corporate Relations Specialist and Alumni Relations
 4. Pat Lucas – Software Specialist
 - a. AOL reports
 - i. Data gathered in the fall
 - ii. Close the loop in the spring
 - b. Digital Measures tables
 - c. COB Student Organization printing
 - d. Departmental printing
 5. All of these staff are available to departments for assistance
 6. Teresa Carl – Executive Assistant I
 - a. Oversees Dean's Office graduate assistants (3)
 - b. Front desk duties
 - g. MBA Coordinator
 - i. Will post position soon
 - h. Update of personnel
 - i. Sabbaticals
 - ii. Educational leave
 - iii. Tenure & Promotion
 - i. Annual evaluations

- i. Faculty annual reviews
 - 1. Dossiers due to Department Heads on February 11th
 - 2. Make sure faculty are maintaining AQ/PQ qualifications
 - a. If they are not qualified, they must develop a plan to become AQ/PQ
 - ii. ADPs for staff
 - 1. Due to HR on January 31st
 - 2. Send to Rowena, she will forward on to HR
 - j. Departmental recruiting & community involvement
 - i. Department Heads need to be doing things to recruit students and to be involved in the community
 - ii. Encourage faculty to be involved as well
 - k. One time funding
 - i. Provost has put up \$500,000
 - 1. Proposals for funding are being accepted
 - a. COB proposal will be for night general business program
 - b. For Fall 2013, Glass Hall 108 will be ITV equipped
 - l. Tracking GA hours
 - i. Be sure to track MSU hours
 - ii. Students should only be used for work pertaining to MSU
2. Dr. Rozell's updates
- a. Periodicity and Modality Database review sessions
 - i. Training sessions will be offered for Department Heads
 - b. AACSB comparable schools discussion
 - i. List of comparable, competitive and aspirant peers were reviewed
 - ii. Changes were made to list
 - c. Call for COB Scholarly Activity Awards
 - i. Out in the next week
 - ii. Guidelines are on the Faculty policy and resources page
 - iii. Deadline for submission will be February 8th
 - iv. Winner will be announced at All COB meeting on May 10th
 - d. Pre-requisites are being waived for students
 - i. Make sure that faculty know that Department Heads are the ones that need to make this decision
 - e. HLC
 - i. Dr. Rozell serves on the steering committee
 - ii. Up for reaccreditation in 2015
 - iii. Accreditation is on a 10 year basis
 - iv. Policy and syllabi need to specify

- f. AOL data
 - i. Will be made publically available
 - 1. Learning outcomes by program
- 3. Dr. Meinert's updates
 - a. Building renovation updates
 - i. Carpet project is in great shape
 - 1. Contractor will be back over spring break to finish up
 - ii. Storage closets
 - 1. Cleaning out areas
 - iii. EMBA program
 - 1. 5 cohorts up and running
 - 2. Language skills are improving
 - iv. China Faculty
 - 1. Prep the China TAs before they go over
- 4. Departmental updates
 - a. CLT members shared updates on happenings in their departments

Spring 2013 Calendar Notes

January

Jan. 9 – 18	Kate on vacation
Jan. 14	Spring semester begins
Jan. 21	Martin Luther King Jr. Day – No classes/Offices closed
Jan. 31	ADP's due

February

Feb. 1	Dept. Heads must hold meeting to elect CGEIP reps. Ballots sent.
Feb. 11	Faculty submit dossiers to Department Heads for annual review
Feb. 18	President's Day – No classes/Offices closed
Feb. 23 – 25	AACSB Dean's Conference/Dean Bryant out of office
Feb. 21 – 25	Dr. Meinert in China