Present: Drs. Stephanie Bryant, Neal Callahan, Jerry Chin, Ron Coulter, Dave Meinert, Elizabeth Rozell, and Dick Williams, Sandy Culver, Vickie Hicks, Kate Mendenhall, Melissa Price, Rowena Stone

1. Corporate Relations update
   Vickie Hicks
   a. COB Career Fair update
      i. We now have 100 employers attending
         1. List of employers was distributed
      ii. Lunch
         1. 11:30 AM – 1:00 PM
      iii. LinkedIn photos
         1. Booth set up for students to have a professional photo taken
         2. Student will be able to purchase from photo services
      iv. Gift bags for employers
         1. Bags w/ COB sticker containing COB bottles of water, pens, mints, MSU maroon velvet “cubcakes”
         v. Offered “scholarships” to students needing assistance purchasing suits
      vi. Color coding
         1. Each major has a color
            a. Students will receive corresponding colored name tag and sheet of paper listing companies recruiting all majors and their specific major
   
   2. COB Career Fair Guide
      a. Alphabetical order
      b. About employer included (100 words or less)
      c. Indicates what type of students they are recruiting (color coded)

2. Marketing & Communications update
   Melissa Price
   a. Scholarship Banquet update
      i. Scholarship Banquet presenter/recipient diagram of stage directions was reviewed
      ii. Dale Moore has agreed to emcee the event
      iii. Rowena will line students up
      iv. Melissa will hand certificates to donors/Department Heads
   b. Departmental brochures
      i. New brochures were passed around
      ii. These are the materials that need to be distributed out from now on
   c. Branding identity
      i. Melissa is working on a document that will contain all of the brand
identity information
1. 3 pillars
   a. Think Bigger and Bolder
   b. Personal Touch
   c. Student Success
2. Communication of brand identity
   a. Will seek input from EAC on process
3. Budgeting

3. Dean Bryant’s updates
   a. Research Colloquiums
      i. Ron Clark, MKT, is in charge of this
      ii. Looking for people to give presentations that are of wide interest
   b. Class start times
      i. Document from ALC of committee recommendations was reviewed
         1. Proposed to return to pre-2010 start time for Monday, Wednesday, and Friday classes
            a. 15 minutes in between classes
         2. Keep Tuesday and Thursday classes as they are now
            a. 15 minutes between classes
         3. Considering 30 minute differential between main campus and downtown classes
         4. Shuttle service to Darr Agriculture Center
   c. Evaluations
      i. Dean’s Office will no longer have space out front to hold evaluations
         1. We will look at alternative places of storing these
   d. Committees
      i. COB 2013-14 Committees were reviewed
         1. Document is available on COB website
      ii. Undergraduate curriculum task force
         1. Charge was reviewed
      iii. Budget Committee
         1. Charge was reviewed
      iv. MBA policy & curriculum
         1. Representatives from each department
            a. Reps are to seek input from their departments
         2. Prerequisite changes
         3. Need support from Department Heads
   e. College wide communications
      i. Dean/Associate Dean responsibilities
         1. Document was reviewed
      ii. Dean is going to start monthly communiqué
         1. Include updates, shout-outs, building updates, COB calendar of events, etc.
         iii. CLT minutes are posted on COB website
   f. Building updates
i. Cost estimates from architects were reviewed
ii. Design ideas from architects were reviewed
iii. Comprehensive fundraising plan was reviewed

4. Dr. Rozell’s updates
   Libby Rozell
   a. AACSB Peer Schools
      i. List of MSU COB Comparable/Competitive/Aspirant Schools was reviewed
   b. Departmental website content
      i. Departments need to make sure their websites are current
         1. Contact Melissa with changes and she will update
      ii. Catalog changes
         1. Departments need to be on top of keeping catalog updated
   c. Dubai MBA
      i. Department Heads need to talk to faculty that originally expressed interest in teaching in this program to see if they still have interest
   d. Academic Integrity Days
      i. October 1st, 2nd, & 3rd
   e. Exit exam recommendations
      i. University exit exams are going to be offered online in the future

5. Dr. Meinert’s updates
   Dave Meinert
   a. Chairs in classrooms
      i. If a classroom needs more, contact COB Computing
   b. Building security
      i. Individual that was responsible for theft was caught
   c. EMBA
      i. Department Heads will be contacted about interest for 2014 cohorts
      ii. Spring & Summer appointment letters were sent out
   d. IBP
      i. Short study away opportunities
   e. China campus
      i. New Moon festival going on right now
      ii. Dr. Meinert will be traveling to China next week

6. Other

7. Departmental updates

Meeting adjourned at 4:08 PM.
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