

## COB LEADERSHIP TEAM (CLT)

**October 24, 2019**

2:00 – 3:30 pm \* Dean's Conference Room

### A G E N D A

#### I. Dean's Agenda Items

##### a. Announcements:

- i. The Provost has fully funded COB's Major Equipment Grant Requests. Provide Stef with the budget you plan to use for purchasing and funds (Provost & Dean) will be transferred. **TCM received funding for a portable crane and MFD received funds for a 3D printer.**
- ii. Wall of Fame Ceremony, Friday October 25 4 pm Plaster Student Union Ballroom. COB retirees to be recognized include Virginia Mee (MDI) and Dr. Linda Pettijohn (MKT).
- iii. CGEIP & Course Coordinator meeting for Public Affairs, Nov. 6, 3:30pm
- iv. College Fee proposals due to Greg Rainwater by November 8<sup>th</sup>. **Only need to send to Greg if you are changing something.**
- v. COB Equity Request for Staff due to Provost by November 1<sup>st</sup>.
- vi. Annual MSU/OTC Joint Meeting, Monday, Feb. 24, 2020, 3:30 pm. **Meeting will be held at OTC this year. Location is TBD.**
- vii. Tom Downs (Washington Lobbyist) will be touring Glass Hall and discussing Entrepreneurship program on Nov 12, 4:30 pm.
- viii. Signage for our most recent naming gift has been installed – Glass Family Executive Board Room (GLA485). **David Glass may visit the building/room when on campus for "It's On" campaign.**
- ix. Reminder – Course evaluation comments for all COB courses should be scanned and saved. **Scan before sending across campus for scoring. DH's should be reading comments to identify areas of concern. Specialty courses & Independent Study courses are excluded from needing course evaluations.**

##### b. Discussion:

- i. Homecoming – COB Tent 11am - 2 pm, It's On 5:30 pm Juanita K. Hammons Hall. **The COB tent will be the closest to the football field and Carrington. Janet, Juli and Stef will be helping with setup and running the tent. John Goodman will be here for the "It's On" campaign. There may be fireworks if weather permits.**
- ii. Fall Showcase (Nov 2) **Attendance will be a little less than the Summer Visit Day. It is almost fully staffed. It is recommended that new Fall hires attend the event. Dr. Ragan suggested the idea of using alums to help recruit going forward. Dr. Meinert is contacting Nechell Bonds for information regarding college fairs in surrounding areas, especially in major ones (i.e. Kansas City, St. Louis, etc.).**
- iii. CITI Human Research Training
  - Human Research Training required every 3 years
  - Recommended for all new hires, insert certificate in Year 2 P&T Packet
- iv. Study Away Issues presented to ALC
  - Early departures for SP20 Spring Break Program (missed classes for instructors & students) **There are 10 MSU Spring Break programs leaving early this coming year, and concern has been raised about both faculty and students missing**

classes. How are faculty covering their other classes? DH's with faculty leading SA programs, which are departing prior to Spring Break, should know their (faculty) plans to cover their classes.

- Compensation for Department Heads or Associate Deans leading Short Term SA Programs Per Brad Bodenhausen this is left up to the Dean to decide. If a DH or Associate Dean is approved to lead, and be compensated for a SA program, the salary will be calculated on their faculty salary component of their 12-month salary.

- v. Climate Survey (handout) Survey was produced by Wabash College in Crawfordsville, IN. MSU was compared to a group of 52 large and small schools. This information will be shared with the Board of Governors.
- vi. Professor Salary Incentive Program (PSIP) SP2020 Timeline (handout) There is funding available for five additional awards this year. Recipients receive a \$5,000 increase in their 9-month base salary. DH's were cautioned to use discretion in encouraging faculty to apply for PSIP as selection is competitive and applicants are often frustrated if they are not selected.
  - <https://www.missouristate.edu/provost/psip.htm>
- vii. SEM Update The Academic Programs and Delivery Council received some additional guidance regarding its charge. A consultant will be visiting campus in November to provide workshops for the SEM Committee and Councils.
- viii. Peer Review Classroom Observation The Provost is encouraging expanded use of peer reviews to evaluate teaching, including post-tenure reviews. Such reviews can provide constructive feedback, and provide an additional basis for both pre- and post-tenure teaching evaluations.

## II. Associate Dean Topics

### a. Dr. Rozell

- i. MBA Elective and Prerequisites More MBA online electives are needed. It would be great if additional offerings would count toward a graduate certificate. The importance of only having prerequisites if really necessary was discussed.
- ii. MBA Capacity and Class Caps Caps have been previously set at five, and then incrementally increased to meet demand and balance section sizes. Department Heads are responsible for determining caps, but need to discuss rationale and decision with faculty. When students need a course to graduate on time, DH and faculty should be flexible in adjusting caps via overrides.
- iii. MBA Open Houses – Nov. 5<sup>th</sup> & 6<sup>th</sup> from 3:00pm-4:30pm in Glass Hall 486

### b. Dr. Ragan

- i. Fletch Attendance App – Update Approval from Information Security has been received. Each department will get to choose a room to use, but they may not necessarily get that room.
- ii. Soft Skills – Structural Discussion Tabled until next meeting.

**BAC:** Advisor search is going on. Two candidates are coming, one from Kansas and one from Oklahoma. Registration opens October 30<sup>th</sup>.

**FGB:** Search committee chose a final candidate for the open Assistant Professor position. Dr. Jones will be speaking with the candidate on Friday, Oct. 25 about an offer.

**ITC:** October 13<sup>th</sup> was ITC's Open House and went really well. 12 applications were submitted from the event.

**MFD:** The Fashion Merchandising program is ranked #42 in the US and #9 in the Midwest. Compared to hundreds of other programs.

**MKT:** First date of consideration for open Assistant Professor position was October 6, 2019. There were 69 applicants. The department curriculum review is ongoing. Dr. Anitsal has met with five of the taskforces so far. He will meet with the sixth one next week.

**MARCOM:** There is an Open House and Reception Friday, October 25<sup>th</sup> from 3:00pm-5:00pm. Tours of Glass Hall will be given to visitors. The COB Scholarship Banquet will be held on Nov. 20<sup>th</sup>. Please invite current donors to the event.

**MGT:** Two candidates have been chosen for on campus interviews for the MHA position. Skype interviews are happening for the MGT DH permanent position.

**SOA:** Four candidates have been chosen to come for campus interviews for the SOA Director position.

### **Mark Your Calendars**

Oct 26 – Homecoming Tailgate  
Oct 31 – MSU-OTC Joint Administrative Meeting, 8:00am, OTC  
Nov 1 – Three Minute Thesis Competition, 5:00pm, GLAS  
Nov 2 - MSU Showcase  
Nov 4 – Public Affairs Convocation, 7:00pm, Hammons Hall  
Nov 6 – Bears in the Know Luncheon, 11:30am, Alumni 101  
Nov 11 – AC/ALC mini-retreat  
Nov 12 – Foundation Comprehensive Campaign Training Workshop for Faculty & Staff, 9:00am-1:00pm, PSU Ballroom  
Nov 14 - Willard HS Explore Your Future (Career Day)  
Nov 15 – MSU Way/United Way Celebratory Luncheon  
Nov 22 - COB Scholarship Banquet  
Nov 27-29 – Thanksgiving Holiday  
Dec 6 – COB Holiday Luncheon, 11:30am-1:00pm, Atrium  
Dec 9 – Foundation Holiday Reception, 4:00pm, Meyer Alumni Center  
Dec 13 – Commencement Ceremonies, 10:00am  
Dec 23 – Winter Break begins – University closed through January 3, 2020  
Jan 8 – Staff Awards Luncheon  
Feb 24 – Annual MSU/OTC Joint Meeting, 3:30pm  
April 3 - Bears of Distinction Dinner and Awards Ceremony