

COB LEADERSHIP TEAM (CLT)

January 18, 2018

MINUTES

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

I. Department Updates

- a. FGB – Dr. Ragan is enjoying being part of the EMBA Cohorts and is looking forward to moving up fulltime as Dr. Jones takes over FGB as Interim DH. FGB P&T Guidelines is being updated. CFA Research Challenge Team is preparing a presentation in Kansas City in a couple weeks at a regional event. The CFA Analysis will be shared with our EAC in April. The Chartered Financial Analysis certification has a record number
- b. TCM – Interior Design program has grown over 50% and up to 120 students. They had to be moved this semester because they ran out of space. If the growth continues we will need to re-evaluate space.
- c. MIT – T&P Guidelines will be merged by February. There are a lot of curriculum updates to the CIS major.
- d. SOA – Another faculty candidate will be visiting in February. Beta Alpha Si is gearing up for its next completion. The Writing GAs have been working hard and Julie Ravenscraft has been working with them.
- e. MKT – One faculty hire from LSU, and another candidate coming in next week from Clemson. Seth Cockrell will be leaving to go to Wichita State. Rebecca Rast has a PhD in Marketing but will be taking over Logistics and doing some training and research in this area to spearhead it. We believe she will be a long-term hire. We are currently using per course to fill this need.
- f. BAC – Change to 120 hours went out to students today. If you have tutors in your departments, please send them Sandy for informational purposes for her advisors.
- g. MarCom – Email will go out this week – we will need Departmental help on two events. Transfer VIP day will be Feb 16. The mini Majors day – we will need at least one person from each department. Feb 7th – we are sponsoring the student FBLA event for High School Students. We are the premier sponsor for the State FBLA event at University Plaza Hotel in April. The video screens are going live and we are working with departments to roll those out for each department. Video board in atrium has new content up and rolling. Student organizations are also

publishing events – there are two screen dedicated to student organizations. Atrium video wall will be reserved for college-wide events. There is discussion about whether or not COB can sell advertising space/impressions on video monitors. An email went out to DHs about the Mini Majors Fair soliciting one faculty members along with a GA/student worker from each department. MSU is hosting the state leadership conference for FBLA on the weekend of April 1st consisting of 5,000 students and COB is the main sponsor. Events will be held at the Expo Center, University Plaza and JQH. We are hoping to plan tours of Glass Hall during this event.

II. Dean's Topics

Informational Items

- a. Interim FGB Department Head Update – pending a possible criminal background check, Jeff Jones will be the new Interim DH for FGB.
- b. Building Updates – Dewitt accomplished a lot over the December break but there is still continued construction. Einstein's is projected to open fall 2018 at the earliest. MIT cleaned out GLA388 and have used donated equipment to create a CIS lab with the intent to incorporate Cybersecurity at some point. We have \$50K in Cerner and Prime donation to get started.
- c. COB Retreat - Send Brenda travel/vacation plans for the summer – looking at a tentative date in the last two weeks of July.
- d. BOG Excellence in Public Affairs Awards
As we begin the spring semester, call for nominations will begin January 22, 2018 for the Board of Governors' Excellence in Public Affairs Awards for both faculty and staff. Each College is able to submit forth one faculty nominee. There is no limit on staff nominations. A total of three faculty and three staff will be awarded with grants of \$1,500 each to be used toward their travel, research and/or other project related expenses. My office will follow-up with each of the Colleges mid-January.
- e. International Travel Awards – Deadline 1/15, 4/15, 7/15, and 10/15
<https://graduate.missouristate.edu/facultystaff/InternationalTravel.htm>
MIT has 3 faculty that would like to attend a conference in France – each faculty member has a \$750 travel allowance, MIT is willing to commit \$500 additional, matched by COB if they apply for the International Travel Award for a total of \$1750 per person plus whatever they are awarded.
- f. Computer Services Online Training (Information Security)
Online Boot Camp – May 21-25, 2018 – email fctl@missouristate.edu . Sign up now as space is limited and the expectation is that it will fill up quickly. All faculty

and staff must complete the annual online training through My Learning on My Missouri State.

- g. Core 42- Open Forums - Feb 5th & 15th 3:30-5:00 pm, Location TBA. Slides from ALC on this matter will be forward to members giving more information.
- h. Foundation Awards (App. Deadline – Department (1/26), Dean (2/2), Provost (2/9) Turn in nominations to Dr. Rozell.
[https://blogs.missouristate.edu/provost/files/2017/11/Foundation Awards Guidelines.pdf](https://blogs.missouristate.edu/provost/files/2017/11/Foundation_Awards_Guidelines.pdf)

Discussion Items

- i. Upcoming Capital Campaign
- j. Presidential Scholarship Interview Day (1/27) – Record # off attendees with a spotlight on COB.
- k. Budget Outlook – on par with last year and next week the Governor’s preliminary budget numbers will be released.
- l. Tutoring Lab – Room 236 - the university signed off on the lab and we can begin scheduling through Karen Eiseman in MIT.
- m. Carryover money transfers
- n. Digital Display Content
 - Departments & Programs
 - Student Organizations

III. Associate Dean Topics

- a. Dr. Rozell
 - Graduate Council passed a new policy for students obtaining multiple graduate certificates. The proposed policy will continue through the approval process. The policy states: **In order for a student to earn multiple certificates, each certificate must differ by at least two courses or by 40% of the total certificate credits.**
 - The Graduate Council Grievance Committee provided the following report at Graduate Council:
 - **Recommendation of the Committee:**
 - The Grievance Committee recommends that the following best practices be incorporated into courses organized into sections taught by multiple instructors and overseen by full-time faculty. We want to emphasize that the following guidelines should apply to all instructors in these courses, not just teaching assistants that our charge mandated us to consider.

- 1. Course syllabuses should contain a clear statement informing students about the grievance process and procedures to follow if a dispute or concern arises with an instructor. It is not currently regular practice to include this information in course syllabuses.
- 2. All courses with multiple instructor-taught sections should administer student evaluations for individual instructors, even if they are not the instructor of record in the course. Currently this is not the case in all courses.
- **Other Suggestions of the Committee:**
 - 1. The committee encourages all courses with multiple instructor-taught sections to consider administering mid-semester student evaluations to provide an avenue for timely feedback for instructors and an opportunity for course coordinators to identify problems in individual sections. Several courses currently administer mid-semester evaluations on either a systematic (as in some BMS courses) or a voluntary basis (as in Communication 115), but most do not.
 - 2. Sufficient training of instructors should be an integral part of multi-section courses. Most programs across campus have robust training programs in place geared to their specific disciplines. The committee would encourage all programs to have an evaluation program in place especially for instructors in their first semester.
- Graduate College Faculty Research Grant deadline for applications is February 1.
- b. Dr. Ragan
 - i. FA17 Student Evaluation of Teaching
 - ii. U.S. Bank actively recruited interns from MSU this year and actually hired three for the St. Louis office for summer 2018.....approximately 10% of the total for St. Louis. This is excellent opportunities for our students.

Meeting adjourned at 4:50 pm

Next meeting is scheduled for Thursday, February 1st at 2:30 pm.

Mark Your Calendars

Jan 24 – Mini Diversity Workshop 8-9:30
Jan 26 – Foundation Award Portfolios due to DH
Jan 27 - Presidential Scholarship Interview Day
Jan 31 – Nominations for FCTL Faculty Awards Due
Feb 6-7 – Faculty & Staff Portrait Days
Feb 11-13 – AACSB CIR Visit
Feb 16 – Summer TA Requests Due
Feb 19 – President’s Day (Holiday)
Feb 26 – AAA w/ OTC (TBD) 3-5:00 pm
Apr 30 – Graduate Programs Thesis Due Date
May 21-25 – Online Course Development Boot
Camp