

COB LEADERSHIP TEAM (CLT)

Wednesday, August 3, 2016

2:00 p.m. – 4:00 p.m., PCOB 324

Meeting Minutes

Special Guests: Tammy Few, Director of HR and Lyn McKenzie, Assistant Director of HR Compensation and Information Management

In attendance: Stephanie Bryant, Neil Callahan, Ron Coulter, Sandy Culver, Josh Davis, Jeff Jones, Dave Meinert, Kate Mendenhall, Kent Ragan, Libby Rozell, Dick Williams

- I. Announcements and Welcome to Guests *Stephanie Bryant*

- II. FLSA Discussion *Lyn McKenzie & Tammy Few*
 - a. Changes related to new law will go in to effect November 16, 2016.
 - i.

- III. Dean Bryant Updates *Stephanie Bryant*
 - a. Retreat Recap
 - b. Overload Policy clarification
 - i. Study Abroad is not counted as overload
 - ii. China is not counted as overload
 - iii. When distributing overload, look at the entirety of each faculty member's teaching (in all areas and departments) so you know how much they're teaching in total
 - iv. Spread overload among several people
 - v. Because China (books two years out) and EMBA (books one year out) pay premium amounts, it's reasonable to ask those faculty members to give up summer school
 - c. P & T schedule for 2016-17
 - i. Each department will create a standardized matrix and provide it to faculty for use in their notebooks
 - ii. Each department's matrix will be different, as each department has its own P&T standards
 - iii. DHs should ask their Personnel Committee to create the form
 - d. Financial & COB policies
 - e. Staff training
 - i. DHs, faculty eligible for T&P at some point, Dept. Admins will attend training session regarding how to establish/maintain T&P notebooks throughout the process
 - f. COB Communications
 - i. DHs should communicate out to their departments the info they learn in CLT and other meetings, sharing it in regular department meetings
 - g. Budget and financial overview

- IV. Associate Dean Updates *Libby Rozell*
 - a. Class size review
 - i. On Aug 1 and Dec 1, Dr. Rozell will check on enrollment numbers
 - b. Graduate Office update
 - c. Departmental Kick-off Meetings
 - i. What to cover and communicate
 - 1. Travel expense reports need to be submitted within 2 weeks of return date from trip. If they're not received in this timeframe, they may not be

- approved by Dean.
- 2. We need electronic copies of the syllabus for each class
 - a. Dept. Admins should be keeping these
- 3. IRB (Institutional Review Board) – All proposals should go through that process. Faculty should complete online training before they submit a proposal.
- d. Orientation for new administrators and faculty
 - i. New (only) (Administrator (University)
 - ii. New (only) Per course (University and COB)
 - iii. New faculty (University)
 - 1. Lunch (with COB Dean)
 - 2. COB Orientation (COB)
 - a. Per-course will receive a PowerPoint document from Dr. Rozell of COB-specific training
- e. AACSB Update
 - i. Visit will be in February 2018
- f. Glass Hall update and re-occupancy plan
- g. Furniture, fixtures and technology plan (old and new)

Dave Meinert

V. Around the room

<u>Mark Your Calendars</u>		<u>Travel/Vacation Notes</u>	
New Academic Administrator Orientation – <i>PSU 308</i>	(F) Aug 12 (9:00 – 3:00)	Dean Bryant out ((BAP)	Aug 4 - 5
Glass Hall re-opens – to administrative offices only	(F) Aug 12		
New Per Course University Orientation – <i>PSU Ballroom</i>	(Sa) Aug 13 (8:00 – 11:00)	Dr. Callahan out	Aug 4 - 5
Glass Hall re-opens – to faculty, staff, students	(M) Aug 15		
New Faculty University Orientation – <i>Library 101</i>	(M) Aug 15 (1:00 – 5:00)	Dr. Williams out (AAA)	Aug 4 - 12
New Faculty University Orientation (cont'd) – <i>PSU 400 (Union Club)</i>	(Tu) Aug 16 (8:00 – 1:30)	Dr. Meinert out	Aug 5
New Faculty COB Orientation – Dr. Rozell will provide location/end time	(Tu) Aug 16 (2:30 – 4:00)		
All-COB Breakfast/Kick-Off Meeting - <i>PSU Ballroom West</i>	(F) Aug 19 (8:00 – 10:00)		