

## COB LEADERSHIP TEAM (CLT)

July 27, 2018

### MINUTES

**Attendees:** David Meinert, Neal Callahan, Ron Coulter, Brenda Crebs, Joshua Davis, Jeff Jones, Melissa Price, Kent Ragan and Elizabeth Rozell

**Absent:** Sandra Culver and Dick Williams

- I. Dean's Agenda Items
  - a. Announcements:
    - i. Online Boot camps – August 6-10, 2018; January 7-11, 2019
    - ii. Orientation Schedule:
      1. Per Course Orientation – August 11, 9:00 am, PSU West Ballroom
      2. Academic Administrators Orientation, August 13, 10 am - Noon, CARR 203
      3. New Faculty Orientation
        - a. HR Portion, August 13, 1:00 – 4:00 pm, LIB 101
        - b. New Faculty Reception, 5:30 pm, Smart Residence
        - c. Provost Portion, August 14, 8:30 am – 2:30 pm, PSU Theatre (Dean & Associate Deans will join COB faculty for lunch, location TBD)
  - b. Discussion:
    - i. Adding Users to a Blackboard Course – Jeff Jones
      1. We now have the ability to add TAs to course list. Guest option has been disabled. Rather than have each faculty member call the help desk – it was agreed to submit one list from each COB department and submit them early to avoid delays. Current role options are: Course Builder, TA, Instructor or Student.
    - ii. Talent for Tomorrow – (see handout) Initiative focus is workforce development - COB is ahead of the curve as our majors are aligned with career opportunities. Funding is still in question.
    - iii. Faculty Handbook Revision – Provost will focus revising items of locus of tenure, graduate council membership, emeritus pay, job abandonment, sabbaticals, teaching loads, early pre-tenure reviews and limits on per course, etc. Our COB representative was Barry Wisdom who has retired. Dr. Rozell will identify candidates for his replacement on this committee.
    - iv. Study Away Proposals – DH Reviews (Proposal and Courses)
      1. Proposals that come to Department Heads for approval must include written approval for all courses included from the respective department head/college prior to the proposal being sent to Elizabeth Strong. This topic will be added to the ALL COB meeting agenda for the FA18 meeting. Dr. Ragan will monitor rigor of courses and deliverables and determine eligibility for COB Study Away Award.
      2. Currently presidential scholars do not get study away vouchers – Dr. Ragan is working to get that changed. Incoming freshman get \$1,000 voucher.

- v. ALC Retreat
  - 1. AA Action Plan (for BOG review on August 7, 2018)
    - a. Interdisciplinary Opportunities – COBs proposed entrepreneurship model is a good example of interdisciplinary cooperation.
    - b. Enrollment – focus on targeted growth and retention
    - c. Barriers – eliminate unnecessary barriers for student success (i.e. pre-requisites etc.)
    - d. Modify infrastructure – online and traditional – to meet student demand and needs (e.s. Learning Glass, lab expansions)
    - e. Explore partnerships with other organizations to attract students (e.s. Mercy EMHA, China EMBA)
  - 2. Internet Incentive Compensation – Committee will look at this. Other institutions are moving away from these incentives.
- vi. Display Cases – please make sure all hallway displays are appropriate and refreshed prior to start of classes.
- vii. Digital Display Content- Melissa will be offering more training classes.
- viii. COB recognized/supported student organizations – Review policy to ensure consistency and criteria – more discussion at CLT Retreat.
- ix. CLT Retreat – See attached draft discussion items and send additional items to Dr. Meinert by Monday, July 30<sup>th</sup>.

## II. Associate Dean Topics

### a. Dr. Rozell

- i. Accelerated Course List – see attached
- ii. MBA Orientation and Kick-off Reception – Friday, August 24, 3-4:30 pm (Reception will start around 4:30 pm) (Flyer attached)
- iii. COB New Faculty Orientation (FT Only) – Monday August 13 , 9-11 am – Glass 400B
- iv. MBA Policy & Curriculum Committee By-Laws draft currently being developed by faculty member – inaugural committee to be elected for FA18. Committee will finalize document for graduate faculty approval.
- v. Tutoring Lab
  - 1. Staffing will be done by GAs for FA18 moving to using hourly student workers in future. Training will be developed for tutors. Video surveillance for lab will also be investigated.
  - 2. Access via keypads - code will be given to tutors
  - 3. Kate Haring will oversee
- vi. FEC – Policy manual needs to be updated for COB per AACSB visit. This will be reviewed by 2017-18 FEC prior to start of school. CLT will approve.

### b. Dr. Ragan

- i. EMBA Enrollment Projections – 54 students admitted, 8 are in visa limbo. Not clear yet whether we will have one or two cohorts.
- ii. Building Updates – Restroom signs are here, maintenance request has been done. Monitors for Sales lab and Graduate Programs conference room will be installed.
- iii. Executive Assistant I Search – interviewed 4 candidates – feel confident that a replacement will be hired from first round.

- iv. China – returning for EMBA marketing trip this fall, recently signed on a new EMBA sponsor (university) school. China campus had an accounting faculty resign last week and Dr. Williams has identified a couple replacements. In January, a new full-time faculty member will start on the China campus to satisfy a Ministry of Education accreditation mandate.

Meeting adjourned at 5:05 pm

**Mark Your Calendars**

July 27 – Summer Visit Day – Meet the Faculty 10:30 – 12:30  
(PSU Ballroom)  
Aug 3 – COB Summer Retreat – Hickory Hills Country Club  
Aug 13 & 14 – New Faculty Orientation  
Aug 15 – Showcase for Teaching and Learning 8-1pm - PSU  
Aug 16 – All Faculty Luncheon 11:30 am – PSU Ballroom  
Aug 17 – ALL COB Meeting FA18, Glass 108  
Aug 24 – MBA Orientation and Kick-off Reception  
Sep 5 – ACC Career Fair – University Plaza Hotel  
Sep 18 – COB Career Fair – Expo Center  
Sep 27 – Meet Your Mentor Kick-off Reception  
Oct 6 – Showcase  
Oct 20 – Glass Hall Open House – Homecoming Saturday  
Oct 27 – Southern Illinois Football - 2pm – Plaster Skybox

**Travel Dates**

Sept. 22-29 – China - Dr. Ragan