

COBA LEADERSHIP TEAM (CLT)

Thursday, August 11, 2011

2:00-4:00pm, Glass 400B

MINUTES

Present: Dean Stephanie Bryant, Kate Mendenhall, Sandy Culver, Dick Laird, Drs. Dave Meinert, Elizabeth Rozell, Shawn Strong, Ron Coulter, Barry Wisdom, Jerry Chin, Stan Leasure (standing in for Kent Ragan)

Absent: Drs. Kent Ragan and Dick Williams

1. Welcome and Dean's Update *Stephanie Bryant*
 - a. AACSB
 - i. This is an accreditation year.
 - ii. Dr. Rozell will be in charge of AACSB team. Team includes:
 1. Dr. Elizabeth Rozell - Accreditation
 2. Dr. Jim Pettijohn - Writing Report
 3. Dr. Phil Harsha - Numbers
 4. Dr. John Kent - Assurance of Learning
 - iii. AACSB Visit will be in Fall 2012, though we have not yet been notified of our official visit date from AACSB.
 - iv. AACSB timeline was presented and reviewed.
 - v. Draft done Fall 2011, Final Draft to Dean Bryant done April 30, 2012
 - b. Assurance of learning
 - i. Two semesters of data collected and analyzed.
 - ii. Faculty must provide information to Pete Richardson; Department Heads will need to make sure it is provided. Pete will provide summarized information for John Kent for the assurance of learning part of AACSB report.
 - iii. We have data collected; the next step is to analyze how to change the curriculum.
 - c. ALC *Dave Meinert*
 - i. All faculty luncheon format changes.
 - ii. Wi-Fi for Faculty
 - iii. HLC Multi-Site Visit to off-campus programs (West Plains/Joplin)
 - iv. Accelerated SOAR – August 17th & 18th, advising 1:30pm
 - v. Evaluation taskforce formed (by President) to review Faculty Center for Teaching and Learning
 - vi. New Gen. Ed. still expected by Fall 2013
 - vii. Missing OTC Transfer Guides (COBA: Fashion Merchandising & Interior Design).
 - d. Financial

- i. Salary increases
 - 1. BOG Retreat, President Smart pushing for across the board increase.
 - 2. We will find out more details as they become available.
 - 3. College of Business must absorb part of the cost for this year's salary increases.
- ii. Travel
 - 1. Departments allocated money for travel and professional development. This money is only for travel and professional development and may not be spent on anything else.
 - a. Balance will not be carried over year to year.
 - b. Once that allocation is gone, it is highly unlikely additional funds would be approved.
 - c. Used to better our faculty and staff and to spread the word on COBA.
- iii. Faculty recruiting
 - 1. Faculty hires are top priority.
 - a. Department Heads to provide data and support for any additional lines they are requesting.
 - b. Please schedule a meeting with Dean Bryant ASAP to put in your faculty line requests. Dean Bryant will make the final decisions on faculty hires after speaking with all department heads and reviewing the supporting data.
- iv. Other searches
 - 1. Associate Dean Search will be headed by Dr. Meinert
 - 2. Two positions approved for Business Advisement to replace two positions that will be opening at end of fall semester.
 - 3. Possible new position – Event coordinator & PR person.
 - a. Special Events – available for all departments
 - b. Newsletters
 - c. Communication with the public
 - 4. China Programs Specialist
 - a. Down to two candidates
 - b. Funded out of China program's money
- v. Faculty awards
 - 1. Dean Bryant is considering reinstating faculty awards
 - a. Outstanding Researchers
 - b. Outstanding Teachers
 - c. Outstanding Service Members
 - 2. Awards to recognize individuals but not necessarily monetary awards.
- e. COBA shirts/Attire
 - i. Promote professional look
 - ii. Student workers
 - 1. Provided (up to) 4 COBA T-Shirts and 1 COBA Polo

2. Other MSU/Bearwear attire is acceptable.
 3. Applies to student within the building that will be seen.
 4. Requested to wear their polo on special days (i.e. Career Day)
- iii. Staff
 1. Supplied with 1 Polo
 2. See Rowena for ordering/issuing.
 - iv. Faculty
 1. No shorts/jeans when teaching.
 2. General rule: Do not dress like the students you are teaching.
 - v. General attire
 1. Business Casual is appropriate and the standard to follow.
- f. Career day
 - i. Changes
 1. Dean Bryant would like Career Day to take place in separate space (PSU Ballroom); she is checking into the possibility of doing this for the upcoming career days, but it may be too late and the space may already be scheduled.
 2. Professional Dress
 3. Dean Bryant's focus: To go out and get people/business to come to MSU to recruit our students for jobs.
 - g. Business community
 - i. Build relationships and bring them here.
 - h. Fundraising
 - i. Endowments/Operating Funds need to be more
 - ii. Dean Bryant will spend time in generating more funds with the outside community.
 - iii. Executive Board Room
 1. Have Design & Construction give ideas on how to reconfigure student lounge into an executive board room.
 - a. New seating
 - b. New tables
 2. Move Student Lounge to Room 111 (Decision Room)
 - i. COBA Student Leadership Council
 - i. We are going to create a Student Leadership Council to allow students to have a voice. Initially will consist of student organization presidents.
 - j. COBA Advisory Board meeting
 - i. October 7th
 1. Dinner at tower club
 - ii. October 8th
 1. Breakfast and meeting at Tower Club.
 2. Suite at Plaster Sports Complex for football game and lunch
 - k. COBA kick-off meeting
 - i. Dean Bryant will touch on many of the subjects discuss at CLT.
 - ii. Dean Bryant has an open door policy

- iii. Dean Bryant is e-mail responsive
- l. Tenure and promotion
 - i. Dean Bryant will put trust in the Department Heads to know what to do regarding due dates.
 - 1. Marketing – 1 promotion
 - 2. CIS – 1 promotion
 - 3. FGB – 1 tenure
 - ii. Rowena sent e-mail to Administrative Assistants regarding changes/updates to the checklist and application from the Provost.
- m. Research colloquiums
 - i. This is something to encourage in the future.
 - ii. Dean Bryant wants to reward quality research
- n. Organization chart
 - i. University has requested all colleges review.
 - ii. Dean Bryant will have small adjustments to the chart at a later date.
- o. Vacation requests
 - i. Department heads and associated deans should e-mail requests to Dean Bryant ahead of time.
- p. Committees
 - i. College Committees
 - 1. Dean Bryant will review
 - 2. Dean Bryant will be asking for recommendations
 - ii. COBA Budget Committee will be suspended until further notice.
- q. Blackboard – syllabi
 - i. Dean Bryant expects all faculty to post syllabi to Blackboard.
 - ii. Department Heads voiced concerns on the newest version of blackboard.
 - 1. Dr. Wisdom suggests more training within the college for Blackboard.
 - 2. Dean Bryant will look into in-house training possibilities.
- r. Other
 - i. Any classroom issues (academic dishonesty, unstable individuals, etc.), please inform the Dean.
 - ii. CLT Meetings – First Thursday of every month 2-4pm. Keep schedules open for this time every week for as needed CLT meetings
 - iii. EMBA – Dr. Meinert
 - 1. Didi Tang has requested financials and faculty about EMBA program. We expect an article that may be negatively framed to appear in Sunday's paper.
 - 2. If anyone receives a public records request, consult with Dean Bryant as to the appropriate steps. The custodian of records is June McHaney, Director of Internal Audit, so any documents we provide should go through her.

- 2. Classroom Upgrades for 2012
 - a. No upgrades.

Jerry Chin

3. New Student Convocation *Jerry Chin*
 - a. Set-Up in PSU 12 PM - 1:30 PM
 - b. Table 19 in PSU – 3rd floor Ballroom with Ron Coulter
 - c. Dept. Heads have handouts to MKT Dept. by August 19th

4. Homecoming *Jerry Chin*
 - a. COBA will have Tent
 - b. Food – 500 burritos provided by Qdoba, Chips/Cookies by Frito-Lay, Drinks by Pepsi
 - c. Deadline – August 26th

5. Two minute department updates *Department heads*
 - a. Everyone shared information and gave two-minute updates on what is happening in their department/area.

Meeting adjourned at 3:50 p.m.