

COB LEADERSHIP TEAM (CLT)

Thursday, September 6, 2012

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

MINUTES

Present: Dean Stephanie Bryant, Kate Mendenhall, Rowena Stone, Drs. Dave Meinert, Elizabeth Rozell, Jerry Chin, Ron Coulter, Kent Ragan, Shawn Strong, Dick Williams, Barry Wisdom

1. Dean Bryant's updates *Stephanie Bryant*
 - a. Undergraduate research (ALC)
 - i. University is trying to find out how many undergraduate students are engaged in research.
 - ii. Kathy Coy of Institutional Research has tried to tag courses where research is done at the undergraduate level. The spreadsheet was viewed of COB classes.
 1. Department Heads were asked to review the spreadsheet and to get back to Dr. Rozell on their department's courses and if the course sections have all, no, or some sections that meet the definition.
 - a. Undergraduate research defined as "a faculty mentored inquiry or investigation conducted by an undergraduate student that makes an intellectual or creative contribution to the discipline."
 - b. Research does not have to be disseminated.
 - b. Employee fee waiver
 - i. Questions in regards to the COB fee and how they apply MSU employees or dependents of an employee have surfaced.
 - ii. Should the COB fee be waived?
 - iii. A committee of university personnel has been formed to view this issue.
 1. There will be more on this after the committee meets
 - iv. Questions
 1. 15 credit hours a year is the limit. Are costs incorporated?
For example: On-line classes vs. regular?
 2. Types of classes? Types of fees?
2. Dr. Rozell's updates *Libby Rozell*
3. Dr. Meinert's updates *Dave Meinert*
 - a. Space needs survey (ALC)
 - i. Unmet academic space needs survey was passed out to Department Heads.
 1. Requests will be submitted to higher administration.
 2. Requests due by Sept. 26th.
 - b. EMBA photocopy transfers to COB departments
 - i. Handout was provided of transfer amounts.

- c. EMBA Program
 - i. Featured by official news outlet in China about our program.
 - d. LNU
 - i. Associate dean that was appointed had a medical emergency and will no longer be going
 - ii. Glenn Pace has volunteered to travel to China and will take over teaching the classes
 - e. Building issues
 - i. SOA received e-mail from parent with concerns of bathroom cleanliness
 - 1. Orientation for all new international students on proper etiquette.
 - 2. Magnetic signs posted in bathrooms when there is an issue.
 - ii. Carpet project
 - 1. Still hoping to carpet academic space over Holiday Break.
 - a. Project will begin the Saturday after commencement and continue until the Monday that school starts in spring semester.
 - i. Expect an e-mail from Dr. Meinert about developing a plan about how to rearrange classes that take place during this time.
 - 1. Intersession
 - 2. Special programs
 - 3. Training
 - iii. China teaching
 - 1. Who gets to go?
 - a. Look at core requirements for general business
 - 2. 5 cohorts through next summer
 - a. There will be many teaching opportunities for faculty
4. Other
 - a. Individual Membership Dues
 - i. Department heads were issued binders to keep all faculty membership dues.
 - ii. University will pay for 2 individual memberships.
 - 1. Documentation needs to accompany the “individual membership dues reporting form.”
 - 2. Additional memberships must be requested in advance.
 - b. Cash handling policy
 - i. Need to have a way of reconciling when money is collected.
 - ii. Make sure that we can prove we have the right amount of money in case of an audit.
5. Departmental updates
 - a. Departments shared quick updates in their areas.

Fall 2012 Calendar Notes

September

3 Labor Day – No Classes/Offices Closed
24 COB Career Fair

October

5 Distinguished Lecture Series
13 Showcase
18-19 Fall Break – No classes/Offices open
21-23 AACSB Accreditation visit
27 Homecoming

November

2 COB Fall EAC Meeting
21-23 Thanksgiving Break – No classes/Offices closed