

COB LEADERSHIP TEAM (CLT)

September 13, 2018

MINUTES

Attendees: David Meinert, Neal Callahan, Ron Coulter, Brenda Crebs, Sandra Culver, Joshua Davis, Jeff Jones, Melissa Price, Kent Ragan, and Dick Williams.

Absent: Elizabeth Rozell

I. Dean's Agenda Items

a. Announcements:

- i. Autism Training – September 14 in PSU – Time TBD
- ii. Jennifer Joslin Presentation (NACADA Assoc. Director)
 - a) Student Success Programming on a Budget: Advice for Depts. & Colleges, Oct. 15, 11am-Noon, PSU 313
 - b) The NACADA Core Competencies for Academic Advisors, 12:15-1:15pm, PSU 313
- iii. Online Bootcamp – January 7-11, 2019
- iv. Strong 107(50 seat Computer Lab) – still scheduled to be ready for Spring 2019 semester scheduling
- v. COB Dean Search – Search committee has begun reviewing applicants.

b. Discussion:

- i. Deadlines for PAF submissions
 - a) Promotions, Tenure, Sabbatical PAF's – March 31
 - b) Reappointments for Instructor and Clinical Ranks, Fall & Full Year GA/TA's (if known) – April 30
 - c) Fall & Full-year GA/TA's (2nd wave) – June 30
 - d) Spring GA/TA's – initiated November 1; initiated Summer GA/TA's – March 1
- ii. Core 42 FAQ (handout) – This program is state mandated but still in development stage. MSU will have one "go-to" person who will make the call on unique cases.
- iii. Campaign-related Workshop with Academic Administrators tentatively scheduled for November 27th, 9am – 2pm (hold date in case DHs are invited)
- iv. EAC Meeting and Agenda (Handout) – We are moving meeting to the afternoon due to conflicts with Foundation meeting. Topic is - Program and Faculty Development – Ensuring Relevance. Discussion ensued on how to ensure faculty stay relevant utilizing internships, sabbaticals etc. We will need to identify what that looks like. Dean Meinert asked that everyone to be ready to participate in the discussion.
- v. Talent for Tomorrow – Guidelines for program proposals should be finalized within the week and will be distributed as soon as received.
- vi. COB Career Fair – President and Provost will be at fair but their schedules will not allow them to be at the lunch.

- a) Lunch – DHs please attend, Dean Meinert will be covering a lunch with a Chinese delegation for Clif who is double-booked.
- b) Social Hour in Glass 486 from 4:30 – 6pm following the career fair for vendors to see Glass Hall – great opportunity for DHs to interact with employers.
- vii. Homecoming Open House 9:30 am – 1:45 pm with donuts and coffee and then pizza and soft drinks on Saturday, October 20th– approved to utilize the Atrium as our “tent” with no alcohol. Self-guided tours will be 9:30 – 11:30 am. Building will be closed from 1:30 through game time. More details to follow.
- viii. Showcase Staffing – Department tablecloths and brochures will be delivered to departments on October 4th – department will be responsible for set-up and staffing of their tables. Glass Hall will host an open house from 12-1:30 pm. Let Melissa know by Friday, September 28th what space you will have open so that a flyer can be done to promote and direct guests. This is our largest recruiting opportunity and spaces should be staffed. Emails will be sent to all undecided students.
- ix. Majors Fair Staffing - Send names of staffers to Melissa by September 18th. (handout given with times and details)
- x. College Budget Committee – Staff representation is being solicited and the deadline for nominations is Friday. Role for this committee is in an advisory capacity. Richard Gebken is being asked to continue as the COB representative on the university budget committee for the 2018-19 academic year.

II. Associate Dean Topics

a. Dr. Ragan

- i. Major Equipment Funding Requests due to Dr. Ragan September 28, 2018
- ii. IMA 2018 Accounting Education Conference – faculty need to submit lists of students attending to Dr. Olen Greer by September 18th.
- iii. Building Renovations: We are still looking for naming opportunities for various classrooms.
 - a) Large classrooms on first floor (101,102 and 108) are in need of new chairs. Tables can accommodate 140, currently there are 120. Architects are reviewing feasibility. CLT agreed to increase seating if feasible.
 - b) We are also looking to increase capacity in computer lab in 467.
 - c) 434 will have the ceiling lowered and duct work spread out to improve air conditioning issues.

Departmental Updates:

BAC: Student success learning institute put on by Complete College American and two representative from BAC will participate to look at strategies to assist 1st generation and minority college students. BAC is doing peer advising with students on probation and it has been well-received. Admitting students to degree programs – 615 need to be admitted to business unit, 87 to China campus and 50 in TCM.

MKT: Ollis is going to set up an internship. Federated Insurance is beginning to work with Sales students. Recruiting is being done to replace Melissa Burnett who will be retiring next semester.

MARCOM: 140 employers are slated for Career Fair, more than are listed in the guide as some entries were past the deadline. About 800 students are eligible to attend. 37 employers for SOA with 211 students participated. Corporate Mentor program is kicking off with student orientation tonight. September 27 is the employer orientation followed by a reception.

SOA: Carl Keller is in the hospital since Sunday evening. George Schmelze injured his back. Implemented block scheduling on the MAcc program. There are some issues with the block scheduling with students on the GI bill which is being investigated.

MIT: Working on curriculum – done with IT and now on Management and Entrepreneurship. We are doing a mixer prior to career fair - we currently have 40 representatives from 20 employers participating.

TCM: Position for Construction management faculty is posted.

FGB: Mixer for insurance companies planned prior to career fair sponsored by Gamma Iota Sigma. Heather's replacement will be in place by October 1. Dean Meinert and Jeff Jones are attending Junior Achievement event at Hickory Hills Country Club tonight to explore opportunities for participation.

Meeting adjourned at 4:50 pm

Mark Your Calendars

Sep 26 – CLT
Sep 28 – Major Equipment Funding Requests Due
Oct 6 – Showcase
Oct 11-12 – Fall Holiday (no classes)
Oct 17– EAC Reception/Dinner 5:30 – 7 pm
Oct 18 - EAC Meeting 8 am – 1 pm.
Oct 20 – Glass Hall Open House – Homecoming Saturday
Oct 25 – CLT
Oct 27 – Southern Illinois Football - 2pm – Plaster Skybox
Nov 5 – Public Affairs Convocation Lecture 7pm, Hammons Hall
Nov 15 – Deadline for Software Requests for spring 2019
Nov 16 – COB Scholarship Banquet – White River Conference Center at Bass Pro
Nov 21-25 – Thanksgiving Holiday (no classes)
Dec 14 – Fall Commencement – COB 1:30 pm

Travel Dates

Sept. 22-29 – China - Dr. Ragan
Oct 12 – Dr. Meinert Vacation