

COB LEADERSHIP TEAM (CLT)

April 23, 2020

2:00 – 3:30 pm * Zoom Conference

A G E N D A

I. Dean's Agenda Items

a. Announcements:

- i. There should be zero overtime for anyone unless it is preapproved.
- ii. Deadlines are approaching for submission of Graduate Assistantship BearPAF's and paper PAF's that contain hire dates outside of the established BearPAF hire dates. Please note the following deadlines:
 - Academic Year 2020-2021 REAPPOINTMENTS due by May 1, 2020;
 - Fall 2020 REAPPOINTMENTS due by May 1, 2020;
 - Summer 2020 NEW and REAPPOINTMENTS due by May 1, 2020.
 - Fall 2020 NEW Appointments due by July 15, 2020.

NOTE: Do not extend any additional GA offers without Dean approval.
- iii. Online course development stipends are still available as of now. – **PAFs should be completed when the instructor teaches the course for the first time.**
- iv. If you need masks for critical employees contact Karen McKinnis, Emergency Preparedness Manager - KMckinnis@missouristate.edu
- v. COVID Time Tools due to Michel Hackworth by close of business on Monday (4/27)
- vi. Optional extension of tenure-clock seriously under discussion. - **A committee was formed and has met to discuss this topic. The committee feels there are more pros than cons to extending the tenure-clock by one year. Based on preliminary reports, faculty will need to declare by July 1st of the year in which they plan to apply if they are electing to opt-out of the extension. This opt-out notification is critical to ensure external reviews are identified.**
- vii. FA20 Course Risk Assessment due April 29th (Kent is coordinating for COB) – **Mark Smith developed an Excel spreadsheet rather than a form for each class. Dr. Ragan has subsequently enhanced the spreadsheet. See more on this in Dr. Ragan's topics of discussion.**

b. Discussion:

- i. Will COB (Depts, DHs and Dean) count presentations made at virtual meetings? (Q posed by National Organization on behalf of COB professor) – **COB guidelines are silent on the issue of virtual presentations. Assuming the paper or abstract are peer-reviewed, virtual presentations will be recognized during the COVID-19 pandemic. This interpretation reflects the College's desire to accommodate faculty who are limited to virtual meetings and need to achieve/maintain SA status.**
- ii. FA20 Schedule Adjustments
 - Moved seated class to online
 - Regular seated class becomes blended
 - Moved seated to different, less crowded time of day
 - Moved seated to larger room
 - Divided lecture class to zoom to second room
 - Lab accommodations planned

Provost Einhellig is supportive of the changes listed above and President Smart has affirmed his support for significantly increasing the percentage of online, CNET, and blended courses. MKT has 28.6% online and is moving to around 50% online.

- a) Work with faculty
 - b) Review proposed changes with the Dean
 - c) Once approved, work with Registrar to make changes in Banner, and notify students
- iii. Submit Worksheet for Schedule Change Accommodations – Each College has been asked to keep a log of FA20 schedule changes. DHs were emailed an Excel file to track their respective changes.
 - iv. COVID Time Tool Review & Approval – Check List for Supervisors (See Attached) – When employees email their time log/spreadsheet to their supervisor, that will serve as their digital signature and approval. If discrepancies are noticed in the information reported, the file/report should be returned to the employee to review/correct and resubmit. Information should not be changed by the supervisor. If COVID time is reported (whether regular or OT), justification needs to be provided in the appropriate cell. If no justification is reported, the spreadsheet either needs to be sent back to the employee or the hours are unlikely to be eligible for FEMA related reimbursement (assuming MSU is eligible). Supervisor approved reports/spreadsheets should be sent directly to Michel Hackworth.
 - v. FA20 Syllabi Language detailing Online Contingency Plan – The Deputy Provost, with input from a faculty committee, is drafting guidelines for what faculty should include in their FA20 syllabi to prepare students in the event alternative delivery becomes necessary. Deputy Provost Chris Craig is expected to share these guidelines soon.
 - a) Online Contingency Plan: In the event this course is required to be moved to a completely online format later in the semester, exams will be administered through Blackboard and will be proctored using Respondus Monitor. Students must have access to a computer, high-speed internet connection, and a webcam to successfully use Respondus Monitor. If you do not currently possess or have access to all three of these things, please work to obtain or find access to them immediately. If you cannot successfully develop a plan to obtain access to a computer, high-speed internet access, and a webcam within the first two weeks of the semester, please inform your instructor. Language like the above should be included in COB syllabi if faculty intend to utilize Respondus Monitor in the event alternative delivery is required.
 - vi. Planning and preparing for re-entry to campus -- staff and faculty operations – While the Governor may announce the State is “reopening,” MSU will abide by the current order of the Springfield-Greene County Health Department. Local Health Departments can be more restrictive if they choose based on local conditions.
 - a) Be creative to increase social distancing
 - b) Reduce # physically present
 - a. Mix of onsite and work from home
 - b. Flex hours

- c. Leverage alternative office spaces
- c) Meet in large rooms and/or use Zoom

II. Associate Dean Topics

a. Dr. Rozell

- i. GA PAFs – The BearPAF system is not working correctly at the moment. However, there is a workaround to where stipend amounts can be manually corrected. Admins need to be sure they are entering the new stipend amount of \$4,470. Phillip Raleigh is changing those that are incorrect when he receives them.
- ii. Blue Springs ACC 201 – Blue Springs is interested in again collaborating on this dual credit class and Elizabeth Reger will serve as the instructor. Blue Springs is willing to cover the instructor salary. While their initial interest is in accounting, there may be additional opportunities for other COB dual credit courses in the future. Dean Meinert and Associate Dean Rozell met with Dr. Joye Norris and Angela Young to develop a more comprehensive MOU which is expected to address issues encountered in the FA19 offering.

b. Dr. Ragan

- i. Course Risk Assessment – Kent emailed DHs a link to a Microsoft Form for entering changes in the following four categories -- Frequency, Social Distancing, Travel and Activity.

BAC: Had a group meeting yesterday. Sophomores are registering now. Some Freshman will be registering starting on Monday. Online booking for appointments with advisors is working wonderfully.

FGB:

ITC:

MFD:

MKT:

MARCOM: Still moving ahead on extension of digital ad campaign. Working with admissions to be more proactive with campus visits. Doing Zoom sessions twice a week with prospective students.

MGT:

SOA:

TCM:

Mark Your Calendars

April 22-24 – Collaborative Diversity Conference (**Canceled**)

April 23 – COB Awards Dinner (**Canceled**)

April 24 – EAC Meeting (**Canceled**)

April 28 – All Faculty Recognition Reception, 3:00pm, PSU Ballroom (**Canceled**)

April 29 – Impact Summit: College Student Mental Health Conference, (details TBD)

May 2 – Einhellig Interdisciplinary Forum

May 6 – Bears in the Know Luncheon, 11:30am, Meyer Alumni Center (**Canceled**)

May 14 – BOG Committee & Regular meetings

May 15 – Spring Commencement, 1:00pm (COB, DCOA, Interdisciplinary) (**Being Reworked**)

May 25 – University closed in observance of Memorial Day

May 29 – Springfield MarooNation Ball, 7:00pm, The Old Glass Place

June 25 – Administrative planning retreat, details TBD