

COB LEADERSHIP TEAM (CLT)

June 18, 2020

1:00 – 3:00 pm * Zoom Conference

MINUTES

I. Dean's Agenda Items

a. Announcements:

- i. Town Hall Meetings scheduled for July 9 and August 5 at 10 a.m., all COB faculty and staff will be encouraged to participate. The Zoom capacity limit has been increased to 3K participants. - **Polls will be conducted during the Webinar and faculty and staff are encouraged to participate.**
- ii. MSU is working on a number of diversity and inclusion initiatives for AY2020/2021 - Student Leadership Academy, Facing Racism workshops, Diverse Faculty Mentoring Program, Workshops for handling discourse, and Training for GEP Instructors. Summer retreats will likely look at college level initiatives.
- iii. Mask Policy is still under development and will be announced later this summer. Once finalized language will need to be included in all syllabi. - **Mask policies from other universities are being reviewed, the majority focus on public spaces or inside buildings. Administration Council's primary concern is enforcement and the changing local, regional and national landscape regarding mask policies.**
- iv. Hiring freeze remains in effect until impact of FY21 budget withholds are announced. - **The Governor will announce budget withholds in early July.**
- v. Executive Budget Committee unanimously approved a \$16M reduction in the FY21 budget. This reduction does not reflect any layoffs or temporary salary reductions. Budget will be presented to BOG this week.
- vi. A policy to allow for tiered temporary pay-reductions is being developed in the event State withholdings are larger than anticipated and/or tuition/fee revenue is significantly less than currently budgeted. The draft policy would provide flexibility for both implementing and removing the temporary reduction based on budgetary needs. - **The draft policy gives the President power to implement and discontinue a salary reduction based on financial need. The difference in how a furlough is viewed by faculty and staff is being discussed, as well as the possibility of additional days off and/or changes to the academic calendar. President Smart is seeking direction from the MSU BOG during this week's meetings regarding the salary reduction policy/process.**
- vii. Classrooms will be cleaned up to 3x per day, with the goal of having no more than 3-4 consecutive classes between cleanings. This policy may require some classes to be relocated to balance the # of rooms that can be cleaned per hour. SP21 class scheduling should take classroom cleaning times into consideration.
- viii. Library and Testing Center are now open 9 a.m. to 6 p.m. Monday-Friday. BearPass Card access is still required.
- ix. SOAR begins July 6 and continues through August 10th. See schedules emailed earlier today.
- x. Professional Development for faculty: **Please share with any faculty you feel would be interested. Send interested names to Dean Meinert.**
 - a) Gardner Institute Training (see attachment)

- b) Instruction with Zoom (FCTL will be providing a link to a recorded presentation) - When this training video becomes available it will be promoted via INSIDE COB. The goal of offering additional training in online course delivery is to increase course quality and student performance, as well as reduce student complaints.
- xi. Return to Finish Scholarship - Potential students were emailed and are already enrolling for this program. While the numbers reported are modest the program appears to be attracting additional students.
 - a) \$200 for those enrolling in 3-5 credits and \$500 for those enrolling in 6 or more credits
 - b) Must have 90+ UG credit hours, 2.00 or higher GPA, owe less than \$1,000 to MSU, have been out of school for at least one year, and meet residence requirements.

b. Discussion:

- i. COB CLT Mini Retreat Dates (9 am to 11 am)
Tue (7/28), Fri (7/31), Mon (8/3) and Mon (8/10) - Due to an unforeseen conflict, the Tuesday 7/28 date will be rescheduled. A replacement date will be selected and communicated via email. Calendar Invitations will include the Zoom link.
- ii. SP21 Course Schedule Building - Encourage faculty to opt for 8:00 am and evening classes to reduce building occupancy and increase utilization of larger classrooms. Faculty seeking a COVID-19 health risk factor accommodation to their teaching schedules, including modality, must formally apply. Details regarding the application process will be included in upcoming INSIDE COB emails.
- iii. Racial Issues & Campus Climate - Be mindful of how you respond to social media, email, etc. Rushing a response can lead to miscommunication. If you are uncomfortable or unsure on how best to respond to an inquiry or situation, do not hesitate to seek assistance from your supervisor.
- iv. Enrollment Update – There were brief updates at the meeting yesterday. Overall indicators are looking better with a few anomalies. SOAR numbers generally look good. They were down 14% two weeks ago, now only down 4%. The number of continuing students who have not yet registered for Fall classes is still a concern. The number of COB students with financial holds remains unknown but is believed to be a contributing factor. SOAR sessions are extending into August for those that postpone their FA20 enrollment to the last minute.

II. Associate Dean Topics

a. Dr. Rozell

- i. AoL - While DHs are not responsible for the AoL process, their assistance is needed to ensure outcomes are guiding curriculum and course modifications, and that AoL driven changes are documented to demonstrate “closing the loop.” Reports suggest several programs have not made or reported AoL driven changes in the last several years. Dr. Rozell will bring AOL data to the COB retreat.
- ii. CIR Application – Business and Accounting Continuous Improvement Review (CIR) applications must be submitted by June 30. Dr. Rozell is close to completing the Business application, and Dr. Williams is responsible for the

Accounting application. No additional program exclusions are anticipated, but several new degree programs will be included in this accreditation review cycle.

- iii. CV import for Digital Measures - Watermark purchased Digital Measures. The program is supposed to be 5 times faster for uploading CV information to the program.

b. Dr. Ragan

- i. Classroom scheduling – Custodial Services will be cleaning classrooms following every three class sessions. To accommodate the COVID-19 related classroom cleaning, the class period following the third class will be blocked in Banner/EMS. Dr. Ragan has been working with Shelly Cantrell and DHs to move classes to new classrooms to facilitate the FA20 cleaning schedule. COVID Room Capacity data has been added to EMS and is apparently based on a square footage with a minimum of 6 feet for social distancing. If a mask policy is adopted and/or Greene County relaxes occupancy restrictions these numbers will not come into play when scheduling.
- ii. Zoom Room – 345 – Please schedule this room if you think you might need it before it is released to other colleges to reserve.
- iii. PPE and COVID Cleaning Supplies - Departments will be supplied with the necessary amount of cleaning supplies. Hand sanitizer, Clorox wipes, etc.
- iv. COVID Capacity of Classrooms – Dr. Ragan was unaware that the rooms had been assigned COVID Capacity numbers. He is researching what, if any impact these COVID caps will have on larger rooms whose enrollments already exceed the new, lower caps.

Mark Your Calendars

June 25 – Administrative planning retreat, details TBD

July 9 – Virtual Town Hall Meeting @ 10:00am

July 28 – COB Mini Retreat

July 31 – COB Mini Retreat

August 3 – COB Mini Retreat

August 5 – Virtual Town Hall Meeting @ 10:00am

August 10 – COB Mini Retreat