

COB LEADERSHIP TEAM (CLT)

January 30, 2020

2:00 – 4:30 pm * Dean's Conference Room

MINUTES

David Meinert, Elizabeth Rozell, Kent Ragan, Ismet Anitsal, Neal Callahan, Sandy Culver, Jason DeBode, Jeff Jones, Melissa Price, Dick Williams, Stef Hall

- I. Kelly Rapp – Handshake access – Kelly asked the group “Why do you want access?”
 - a. Dr. Williams wants to know what jobs are available for his students. Dr. Jones wants access to be able to see what internships are available for his department and would like to have more of “admin” access. Dr. Rozell also felt that Dr. Roberts would benefit from greater access. Dr. Anitsal would like to be able to access historical data.
 - b. Kelly is going to give basic view access to all DHs and Deans. Currently only graduating year 2019 is fully loaded into Handshake. Her team will be working on getting 2017 & 2018 added. Kelly will send everyone login notes via email. Handshake shows that COB had a 91% placement rate for 2018-2019. This past Fall semester they started tracking Graduate students and that data will be available in the near future.
- II. Dean's Agenda Items
 - a. Announcements:
 - i. Spring Deadline for Faculty Research Grants – Feb. 3, 2020
 - ii. Deadline for Spring Thesis and Non-Thesis funding – Feb. 20, 2020
 - iii. Annual MSU/OTC Joint Meeting, Monday, Feb. 24, 2020, 3:30pm – Location Darr Center
 - iv. Deadline for nominations for BOG Excellence in Public Affairs Award to Rachelle Darabi
 - a) Staff nominees – March 6, 2020
 - b) Faculty Option 1 – College nominee submitted at Dean's discretion – March 6
 - c) Faculty Option 2 – Nominee vetted by College Committee (application packet completed) – April 6
 - v. Retiree Dinner – March 23, 5:30pm, Darr Agr Center – Both retiring faculty and staff will be invited to this new annual event. Mary Lynne will soon be sending out invitations via email to DHs that have a faculty or staff member retiring.
 - vi. Application Process for the Millennium Fellowship open through April 2020 -- <https://www.millenniumfellows.org/>
 - vii. ADPs should be completed by 1/31/2020.
 - viii. Verify FA19 course evaluation copies have been archived.
 - b. Discussion:
 - i. 1x Summer School Budget Increase – The Provost has allocated limited funding to expand SU20 course offerings. If COB DHs would like to offer an additional SU course and there is faculty interest, please discuss with Dr. Rozell as soon as possible.
 - ii. Proposals to improve student success in multi-section courses with high D/F/W rates – Handout - Let Dr. Meinert know by 5:00pm, Friday, January 31st if you are

interested in submitting a proposal to the Provost for funds to support ideas to improve academic performance in courses with higher than normal D/F/W rates (see handout). The Provost will make the final determination regarding the award of funds. Priority will be given to proposals targeting core or required courses with higher enrollments.

- iii. FY21 Budget Update – Frank and Clif met with the Deans on Wednesday, January 29th for a “FIRST LOOK” at the FY21 enrollment/budget. With many factors taken into account, MSU is projected to have a \$3.5-\$5M deficit. The Academic division will be expected to cut approximately \$2.5 million of their budget. Budget committees will be meeting in the near future.
- iv. Annual Performance Reviews - Appeal Process - Faculty are entitled to an explanation or rationale for their ratings in teaching, research, and service. Per the Faculty Handbook, faculty have the option of appealing their annual performance review to a departmental Personnel Committee and the Dean. (See handout for details regarding the appeal process.)
- v. Avoiding OIEC and TITLE IX Complaints – DHs were encouraged to be proactive in talking with faculty about how to avoid OIEC and/or Title IX related complaints.
- vi. DH reviews of course comments – The importance of DHs reviewing course evaluation comments was reinforced. In the event of OIEC and/or Title IX complaints, DHs may receive requests for copies of historical course evaluation comments.

III. Associate Dean Topics

a. Dr. Rozell

- i. DH as guests in online courses – By policy, DHs are allowed guest access in online courses. DHs were encouraged to periodically review online courses, not unlike visiting seated classes.
- ii. Digital Measures meeting – The University is exploring whether this tool could be used to support the T&P process. Dr. Rozell is on the steering committee.
- iii. Non-Thesis Funding – This is a maximum of \$200 that can be used for, but not limited to, travel and gift cards.
- iv. BOG Public Affairs Award – Send names of nominees to Dr. Rozell

b. Dr. Ragan

- i. Student Orgs using classrooms – Computer cart key must be obtained through the Office of Student Engagement per reservation confirmation – Let Dr. Ragan or Janet know if students (for student organizations) are requesting classroom computer carts to be unlocked. Officers for student organizations can request/receive a computer cart key from the Office of Student Engagement.
- ii. Soft Skills committee meeting – Tuesday, February 4
- iii. China Campus – T.A. status this spring – COB has arranged for 3 China Campus TAs to return to the U.S. in response to the Coronavirus outbreak. COB faculty teaching SP20 China Campus courses have been notified of this action. Chinese Universities will delay the start of the Spring Semester (late Feb or early March). Given the uncertainty regarding the duration and severity of the Coronavirus outbreak, plans are being made to deliver SP20 COB courses via distance learning.
- iv. Custodial – Custodial Services has made some leadership and staffing changes in Glass Hall and preliminary feedback has been very positive. Monthly meetings

with the Custodial leadership team are being planned. CLT members were encouraged to use positive reinforcement with our new custodial staff.

BAC:

FGB:

ITC: Plans to incorporate SAP into one or more ITC classes once SAP Alliance Membership is finalized.

MFD:

MKT: Recent MKT Assistant Professor hire will be defending her dissertation next week.

MARCOM:

MGT:

SOA:

TCM:

Mark Your Calendars

Jan 29 – SEM Town Hall Meeting, 12:15pm, PSU Theatre
Jan 30-31 – EAB LinkedIn Future of Work conference
Feb 1 – Kansas City MarooNation Ball, 7:00pm
Feb 17 – University closed in observance of President's Day
Feb 21 – BOG Committee & Regular meetings
Feb 24 – Annual MSU/OTC Joint Meeting, 3:30pm
Mar 2 – Risk Manager in Residence Luncheon, 12:00pm – 1:30pm, Glass 486
Mar 16-20 – Spring Break
Mar 23 – MSU Retiree Recognition Dinner, TBD
Mar 24 – MSU Foundation Giving Day & MSU Birthday Celebration, TBD
Mar 25 – Bears in the Know luncheon, 11:30am, Meyer Alumni Center
April 3 - Bears of Distinction Dinner and Awards Ceremony, 6:00pm, The Old Glass Place
April 4 – MarooNation Volunteer Engagement Forum, 8:00am – 5:00pm, Foster Rec Center
April 10 – University Closed for Spring Holiday
April 17 – Missouri Public Affairs Hall of Fame induction banquet, White River Conference Center, TBD
April 22-24 – Collaborative Diversity Conference
April 23 – COB Awards Dinner
April 24 – EAC Meeting
April 28 – All Faculty Recognition Reception, 3:00pm, PSU Ballroom
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
May 14 – BOG Committee & Regular meetings
May 15 – Spring Commencement, 1:00pm (COB, DCOA, Interdisciplinary)
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