

COB LEADERSHIP TEAM (CLT)

August 27, 2020

2:00 – 4:00 pm * Zoom Conference

MINUTES

I. Dean's Agenda Items

a. Announcements:

- i. MSU Majors' Fair – September 24, 2020 – 9:00am – 1:00pm – **This has now become a virtual event being held via Zoom. There will be a session for each college and the students will join the college sessions. A moderator will place each student in appropriate breakout (department) session. We are unsure as to who the moderator will be at this point. Will need support from each department to be in Zoom sessions for the 4-hour period. Melissa will send more details via email as they become available.**
- ii. Dual Admission initiative with STLCC continues to move forward slowly. Select academic programs will likely be asked for 2+2 pathways (e.g. OTC model). - **Kent had a Transfer Council meeting on Tuesday, August 18th. Business and IT subjects are their main interests.**
- iii. Budgeted funds for positions frozen for FY21 budget balancing will not be removed from departmental (6) budgets, rather a one-time expense has been charged to the ORG (Dean) budget (**Salary adjustment line**). Net effect is departments with frozen positions have overstated funding equal to salary and associated fringe and ORG budget has a (\$844,832.27) adjustment-salary and fringe. - **Funds for post May 2020 resignations have not been frozen per se, but searches will not be authorized in the short-term. The 1st week in October the President and Provost will let Dean's know if they can use those lines.**
- iv. Reminder from Provost re SP21 schedule building:
 - a) Large classes need to be built by August 30th so Shelley and the Provost can do the large classroom assignment
 - b) Open Scheduling-Priority Rooms Only thru September 13
 - c) Open Scheduling-Open, Available Classrooms September 14-30
- v. FCTL is encouraging faculty to store lecture video in Collaborate or Office 365 Stream (e.g. uploaded Zoom recordings). See attachment to share with faculty.
- vi. FCTL Bootcamp (two-week virtual sessions) will be offered September 21 through October 2. - **Faculty who have never participated in a FCTL online training bootcamp are expected to register for one ASAP. Jeff Jones recommended that anyone who has not attended one in the last 3 years should likewise be encouraged to register.**
- vii. MAGNA "Get Started Teaching Online" asynchronous class (est. 8 hours) should be considered for those with limited online teaching experience and no formal training, including per course. - **This is an introductory class, for those who are truly new to online teaching, and is not a replacement for the bootcamp.**
- viii. LocallQ Digital Marketing Campaign approved, working on creative content while agreement is finalized. - **The LocallQ agreement is being renewed and expanded with a cost sharing agreement with Provost and President.**
- ix. Examsoft license acquired to support international students unable to use Respondus Monitor. - **With Respondus Monitor blocked in China, unless a VPN is employed, Examsoft, which can be used offline, will be utilized. Examsoft locks**

down the exam taker's device, supports remote proctoring, and protects exam items from replication.

b. Discussion:

i. COVID-19 Updates

a) MSU COVID-19 STATISTICS DASHBOARD (What's behind the #) -

Students that didn't come to campus due to being quarantined in their home town before classes started were reported on the MSU COVID-19 dashboard. Only 27 of the 141 cases shown on the Dashboard were on-campus students. With MHWC only testing symptomatic patients, the percentage of positive cases will be higher. Other Universities in Missouri have reportedly experienced similar or higher numbers of positive cases when adjusted by campus enrollment. Testing # may spike periodically if larger groups are tested (e.g., Band). Testing conducted by the Athletic Dept is not included. COVID testing is being done primarily outside of MHWC on the east end of the building. And, patients with COVID-19 like symptoms are being treated in a separate area of MHWC to minimize risk to other patients. MHWC is receiving test results in approximately 48 hours in most cases, but patients are being told it could take up to 72 hours for results.

b) Contact Tracing & Quarantines via Seating Charts

c) Expanded Testing

ii. Faculty Requests to Temporarily Pivot to Online Modality – Info Needed to Assess – Course ID, Section #, enrollment, # of students absent (isolation or quarantine) and for how long, how can those unable to attend be accommodated, what is the plan for online delivery.

iii. What to do if a GA, staff or faculty report exposure or symptoms – CLT members were curious about asking Rachael Dockery about people waiving their HIPAA right and allowing faculty and staff to share the student's information with others. Dr. Meinert asked CLT how they are handling these situations.

iv. Status of SP21 Scheduling – Dr. Ragan posed the question if anyone is having issues getting rooms scheduled or getting Zoom rooms? He noticed that there are not many classes showing up right now in EMS. He asked CLT if there is an advantage of using fewer rooms. There will be fewer rooms to clean and worry about if we can make these changes. Dr. Ragan will investigate allowing other departments within COB to use other department rooms to cut down on the amount of rooms used. All COB departments have their Spring 2021 schedules built.

v. The Provost has asked each college to identify courses that would be best served if allowed to continue in TRAD mode if it were necessary for the University to temporarily transition to alternative delivery. DHs with such courses should send a list to the Dean ASAP.

vi. Instructions are forthcoming on what to do with seating charts (for contact tracing).

II. Associate Dean Topics

a. Dr. Rozell

i. MBA online student profile – The average # of years worked for current MBA students is 8 years. There were 25 online students that didn't have much work

experience. Information comes from FA19 & SP20 students. Most common occupations: Engineers, administrative staff, and general managers.

- ii. New FQ forms – Should be posted very soon. 1 all-encompassing form or 1 form for SA/PA and 1 form for IP/SP? Dr. Anitsal prefers just 1 form. Dr. Rozell decided to maintain the status quo.
 - iii. Indirect assessment measures – This is a new AACSB requirement. University level information. This information would be more difficult to provide with specialty graduate programs, as opposed to UG programs.
 - iv. Student member on COB Council – first meeting September 8 – Send student names to Dr. Rozell, with the exception of FGB. There has been an FGB student on the council for the last 2 years. There needs to be a DH on the college budget committee. Dr. Jeff Jones volunteered to serve. BAC needs a representative as well. Sandy Culver agreed to continue to serve on the committee. Stef will send a ballot out for staff nominations to the committee. There needs to be a Faculty senate rep. Dr. Rozell will ask for a rep.
 - v. Mixed Credit sheet for Graduate Programs – Please review the mixed credit sheet. ACC 311 will not give credit for 711. If it is not stipulated in the graduate college catalog, then the students need to be informed of the waiver for the higher-level course.
- b. Dr. Ragan
- i. Education Abroad
 - a) Faculty should first discuss Education Abroad ideas with DH (academic content, courses, location) before submitting their proposal
 - b) 9/4/20 is deadline for Education Abroad Fair (outside on 9/10/20). Final deadline for 2021 proposals is 9/15/20.
 - ii. Building
 - a) Evening/Weekend events in new building – contact Power House at 417-836-5133 with A/C or heat issues – **No academic offices are open after 5:00pm.**
 - iii. Masks
 - a) Reminder, 10 masks in keyboard drawers – restocked weekly
 - iv. Rooms
 - a) Departments lock priority rooms daily if no evening class or event. – **Exploring moving the building closing time to 9:00 pm rather than 11:00 pm due to low student utilization rates in the evening.**
 - b) Remind faculty to turn projectors off and lock the carts – POLC – projector off, lock cart – **Student Orgs are aware of the procedure for checking out cart keys.**
 - c) **If you plan to make any room changes for Spring, let Dr. Ragan know.**

BAC:

FGB: Megan Rainville got her first PRJ.

ITC:

MFD:

MKT: BOG student nominee

MARCOM:

MGT:

SOA:

TCM: Students wanting to stay online for a seated course just because they don't want to come into class and be exposed. Unless they are quarantined or tests positive, student still needs to come to class.