

COB LEADERSHIP TEAM (CLT)

January 14, 2021

2:00 – 3:30 pm Zoom Conference

MINUTES

I. Dean's Agenda Items

a. Announcements:

- i. Syllabi for all SP21 courses should be submitted to departmental administrative assistants. – Remind faculty every semester to complete this task in a timely manner.
- ii. [BOG Excellence in Public Affairs Awards](#) - College Nominee due to Keri Franklin by 3/5 and faculty application packet due by 4/12.
- iii. Discussion is underway to add additional questions to the IDEA Survey related to diversity & inclusion. – None of the Deans were opposed to the addition. Chris Craig wants the questions to be very thoughtful.
- iv. See SP21 [Advisor Forum schedule](#).
- v. Administrative Council Retreat will be week of June 21st. Provost retreat date pending as well as COB CLT retreat date(s) – CLT members agree that if COB Retreat is done via Zoom, then they would prefer that it broken up into multiple sessions. If it is decided to do the retreat in-person then they agree to have a one-day, all-in-one session.
- vi. Study Away Policy changes, including guest policy, are being reviewed by AC and other groups. – Kent Ragan and Michelle Hulett found inconsistencies and errors. Policy changes will have to be returned to various committees for review.
- vii. Admissions is exploring reinstatement of Spring Showcase on a Saturday and moving from a single Saturday Admit Day to multiple Admit Mondays, featuring different colleges, in March and April. – The new Director of Admissions agrees that this needs to be reinstated for Seniors and Juniors. The format would be similar to that of a Transfer VIP Day for COB.
- viii. Faculty Senate will discuss adding SB389 iGrade Evaluation questions (8) to Evaluation Kit administered course evaluations. – Currently there is low participation for these questions. Adding to EvaluationKit may help to increase response rates.
- ix. Virtual Writing Workshop - Thursday, February 11 at 1:00 p.m. (See attached) – Pass information on to faculty.
- x. SCUF Funding will be reduced in FY22 as FY21 revenues are down approximately \$130K due to students paying fewer student fees. – Minimum wage for Student Workers was increased, this will impact SCUF funded positions as well. With fixed SCUF funding this will reduce available hours.
- xi. MSU has 9TB of Bb cloud storage and is currently at 14TB. MSU has until April 19, 2021, to reduce Bb cloud storage. Starting end of January, courses which have been inactive will be moved to Recycle Bin for 30 days and then to Archive Status for 30 days before being deleted. Faculty can download older, inactive courses that they may need in the future. – Encourage faculty to proactively reduce their storage requirements. The University will be sending out an email to all instructors soon with further details and instructions.
- xii. COB Wall of Honor – A '60's alum who has been extremely supportive of the College has agreed to be recognized on our Wall of Honor. BKD has likewise agreed to be recognized for their sustained support on this the 30th Year of BKD Education Fund.

- xiii. COVID-19 Vaccines - David Hall is unsure when MSU will be getting the COVID-19 vaccine.
- xiv. COVID-19 Positivity Rate - Less than 2% of students coming back to campus after winter break tested positive for COVID-19.

b. Discussion:

- i. Facing Racism Training for DH and Associate Deans –CLT members will participate in a spring offering of the Facing Racism training.
- ii. Reducing COB's Bb Cloud utilization
- iii. Improving COB Distance Learning - Faculty Champion Committee – Discussed the merits of forming a Distance Learning Committee to focus on improving the overall quality of COB online offerings. DHs will nominate a faculty champion from their respective department/school. Associate Dean Ragan will work with the new committee.
 - a) Review best practices
 - b) Review existing COB Policies Related to Online and Hybrid (“Blended”) Courses and recommend changes
 - c) Assist in identifying online tools, strategies, etc. for COB training sessions
 - d) Develop assessment tool suitable for self-assessment and discussions during annual meeting with department head
- iv. Sharing employee health issues, births, deaths, etc. – Ask the employee, “What can we share?” You cannot disclose any details of a person’s situation without their verbal/written permission.
- v. Expectations for Incomplete Grades – DHs should reinforce to faculty when it is appropriate to give an “I” grade. Faculty should likewise be reminded to completely fill out the Incomplete Grade form -- e.g. note what the grade would be if work were not completed, what is expected to be completed, and by what date it all needs to be submitted.
- vi. University e-mail forwarding policy – Policy put in place this Spring that prohibits forwarding of University email to another email address. Contact Rob Martin if you need exception/temporary fix. If someone had this set up prior to this Spring semester, they are allowed to keep it place.

II. Associate Dean Topics

a. Dr. Rozell

- i. FQ forms and all other due dates on February 1 -
 - a) Summer research grants – one form per article – No need to fill out several forms for multiple authors.
- ii. Faculty evaluations - FA20 was first time evaluations were done online. Completion rates are as follows: 1st block - 54%, 2nd block - 47%, full semester - 58%. All COB students will complete an ALL COB assessment. Online classes will have the outreach questions added to their evaluations. The University is wanting to add the SB-389 questions as well. This could be present a problem for completion rates due to the number of questions that students will have to answer for each course. What is CLT general issue with the process? Tabled until next meeting
 - a) Report options – Lacey Geiger can create a standardized report that will look like our old reports.
- iii. T & P Guidelines revision process – Guidelines should be revised every 3 years. Revisions are generally minimal.

iv. Personnel issues – Grad Programs will start another advisor search soon. If you know of any GAs who are graduating in May that might be interested in this position, please encourage them to apply.

b. Dr. Ragan

i. Hybrid EMBA – The EMBA program is currently on hiatus. We are exploring an online model, however it would require approval from the Ministry of Education. Kent Ragan is developing a proposal to share with prospective sponsors. Courses will probably still be taught in 4-week blocks. Kent will correspond with DHs about possible faculty to teach the courses.

No word on Ft. Leonard Wood proposal.

- ii. Large Room Requests – FA21 – Kent will be sending the list to centralized scheduling next week. He asks that DHs look over one more time and let Kent know of any changes needed.
- iii. Classroom Remodeling – 432 & 433 currently being remodeled.

BAC:

FGB: CFA Research Challenge Team presenting end of February for KC.

ITC: SAP – 7 faculty attended

MFD:

MKT:

MARCOM:

MGT: Janet Davis will move from SOA to MGT for remainder of semester once the new SOA Academic Administrative Assistant is in place. The MGT Assistant Professor posting has 63 applicants.

SOA: Hired an Academic Administrative Assistant who will start in two weeks.

Mark Your Calendars

Feb 1, 2021 – Annual Evaluation Info/Summer Research Grants/Faculty Awards/FQ Forms
Deadline

Feb 5, 2021 – 3MT Competition in PSU Theater @ 5:00pm

May 1, 2021 – Frank Einhellig Graduate Interdisciplinary Forum

Sept 8, 2021 – Accounting Career Fair - University Plaza Hotel

Sept 14, 2021 – COB Career Fair – EXPO Center

Sept 15, 2021 – Day after Interviews – EXPO Center

Sept 15, 2021 – TCM Career Fair – University Plaza Convention Center