

COB LEADERSHIP TEAM (CLT)

Thursday, June 27, 2013

2:00-4:00pm, Glass 400B

MINUTES

Present: Dean Stephanie Bryant, Sandy Culver, Kate Mendenhall, Melissa Price, Vickie Hicks, Rowena Stone, Drs. Elizabeth Rozell, Neal Callahan, Bill Donoher, Ron Coulter, Jerry Chin, Kent Ragan

1. Dean Bryant's updates *Stephanie Bryant*
 - a. Departmental display boxes
 - i. We haven't taken any of these away from the departments; we are trying to be cohesive and to build our brand
 - b. Travel allocation for 13-14
 - i. Same funding available as last year
 1. Formula used
 - a. \$750 for each tenured or tenure-earning person
 - b. \$750 for each department head
 - c. \$750 for staff development
 - d. Plus \$5,000 in discretionary funds for travel
 2. Department Heads are not restricted to using the funds to this formula, but it must be used for travel
 - a. Money does not carry forward
 - b. Cannot net money against losses in other areas of the departmental budget
 3. This money is to incentivize faculty to travel and present papers at research conferences. This helps raise our national profile.
 4. If money is used well and additional funding is needed, talk to Dean Bryant
 - ii. Student Organization funding will be the same
 1. \$2,500 per student organization
 2. Money does not carry forward
 3. Student Organizations can make proposals for additional funding to Dean Bryant
 - c. Remediation plan for faculty who are not AQ or PQ
 - i. If faculty is "other," department head needs to meet and present faculty with AQ/PQ guidelines
 1. Faculty member will need to write a remediation plan in order to become AQ/PQ
 2. This applies to tenured faculty as well
 - ii. Annual evaluations
 1. If faculty falls into "other," rate them as unsatisfactory in research
 - iii. Form being developed for use in spring 2014 faculty evaluations
 1. It is the faculty member's responsibility to say whether they

are AQ or PQ.

2. They must attach copies of the published papers that they list to justify their AQ status.
- d. Department Head evaluations
 - i. Dean Bryant is working on them
 - ii. Rowena will be reaching out to DHs to set up a one on one time to meet with her
- e. Retreat
 - i. Friday July 12th
 - ii. 8:30 AM – 4:30 PM
 - iii. Light breakfast and lunch provided
 - iv. Presentations in AM
 1. 30 minutes for each department head (20 minutes presentation, 10 Q/A & feedback)
 - v. Marketing/Branding discussion in PM
 - vi. Agenda and topical questions for retreat were reviewed
 - vii. Department heads were asked to specifically address each of the questions listed in the planning document that was provided to DHs.
- f. Departmental advisory council meetings for 13-14
 - i. Every department should have one scheduled this next year
 1. Let Rowena know of the date to get it on Dean Bryant's calendar
- g. Departmental meetings and functions
 - i. Keep Dean Bryant informed of when meeting is
 - ii. Fall departmental meetings should be on the same day as COB Fall kick-off meeting (August 16). Schedule department meetings in the afternoon following the all-COB lunch that will be provided.
- h. Enrollment
 - i. We are up 124 students for the fall semester
 1. This number will fluctuate from week to week, just depending on registration patterns this year compared with registration patterns for last year as well as SOAR dates.
 - ii. We were up 79 for this summer
 - iii. Sarah and Libby have done a comprehensive report for enrollment from 2005-2012
 1. Dean Bryant will share this info with DHs prior to retreat so that DHs will have this info as a resource.

2. Dr. Rozell's updates

Libby Rozell

- a. Online course offering system
 - i. July 1st the course offerings must be entered
 - ii. September 1st will be the next due date for 2015, 2016, and Spring 2017

3. Dr. Meinert's updates

Dave Meinert

- a. Department Heads approved of sample classroom chair

4. Other

a. Marketing update

Melissa Price

- i. Departmental brochure sample review
 1. Melissa will meet with department heads to review each department prior to printing final within the next month
 2. Be thinking about things you would like to feature in the materials
 3. Final materials should be ready for fall semester
- ii. Display cases in Glass Hall
 1. Each department will have one that fits the “Succeed” theme
 - a. Be thinking about which display you would like have designated to this
 - b. Boxes will be rotated every year
- iii. Out of state viewbook
 1. Draft of Illinois viewbook was reviewed
 - a. Should be done for fall semester visits
- iv. New banners for Glass Hall
 1. Will be redoing and updating these over the summer
 2. Welcome back banners, CLT banner, and Business Advising banner
- v. 1st floor updates
 1. New signage
- vi. Updated website
 1. Completed September 2013
 2. University is in charge of this
 3. We will h
- vii. Newsletter changes
 1. New name - “Bear Biz”
 2. Faculty spotlight will change
 - a. Will need more suggestions of faculty to feature each month
 - i. Provide names to Melissa
 - b. “Impact,” “Engagement,” and “Innovation” will be worked into the newsletter more
 - i. These are new buzzwords for AACSB
- viii. New Facebook/Twitter
 1. #MSUCOBinterns

b. Corporate relations update

Vickie Hicks

- i. COB Career Fair registration is now open
 1. Mailed out 1200 fliers to prior and new employers to attend
 - a. Will send multiple notifications to encourage business to come to our career fair
 2. Pricing changes
 - a. \$450 per employer to attend

- b. \$300 per “first time” employer
 - c. \$250 for non-profit and government
- 3. Layout of career fair
 - a. Color coding
 - i. Table for each department where students with that major will check-in
 - 1. Students will receive color coded name tag
 - 2. Employers will be alphabetized and color coded according to what type of students they are interested in
 - 3. Student will receive list of companies recruiting their major
 - b. Readiness workshops
 - i. 10 workshops – mostly around 4:00 PM time slot
 - ii. Heavily recruiting this to our juniors for internship opportunities
- 4. Suit closet
 - a. Exploring options
 - i. Suit borrowing
 - ii. Donation to students
 - iii. Selling suits
 - iv. We really want the suit closet but probably too late to do it this year. For this year, Vickie will present to students if they have students that are having a challenge with obtaining a suit to come see Vickie
 - v. Will handle case by case basis this year
 - vi. Hope to have something up and running next year
 - b. Possible opportunities for student organizations to help
- ii. Traveling/Networking
 - 1. KC area
 - a. Alumni game at Kaufmann stadium
 - b. Visited businesses
 - 2. St. Louis
 - a. Will be visiting businesses later this summer
- iii. O’Reilly and SRC
 - 1. Want to have a more formal way of recruiting
 - a. Inviting faculty to events; be on the look out
- iv. Social media
 - 1. LinkedIn
 - a. Use it as a tool to make connections with alumni and community contacts

- i. Vickie has come into contact with at least 3 companies for internships this way
 - b. Encouraged DHs to set up profiles
 - i. If DHs need help setting up profile, contact Vickie
 - v. Corporate Mentorship Program
 - 1. Vickie oversees this program, which will roll out this fall
 - 2. If DHs know of any individuals that would be interested in this program, please pass name on to Vickie
5. Departmental updates
- a. Department representatives provided updates with happenings in their area

2013-14 COB Calendar Notes

July

July 4 – 5	University Closed
July 12	COB Retreat – Highland Springs, 8:30 AM – 4:30 PM

August

August 2	Commencement
August 16	All COB meeting
August 19	Fall semester begins
August 23	COB night at Springfield Cardinals

September

September 27	COB Scholarship Banquet
September 30	COB Career Fair (classes cancelled until 4 PM)

October

October 19	Homecoming
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November

November 14	EAC dinner
November 15	EAC meeting

February

February 12	COB Faculty & Staff awards deadline
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May

May 2	COB Spring Awards Dinner
May 3	EAC meeting
May 9	All COB meeting

Meeting adjourned at 4:13 PM