

COB LEADERSHIP TEAM (CLT)

Thursday, January 16, 2014

2:00-3:30pm, Glass 400B

MINUTES

Present: Dean Stephanie Bryant, Kate Mendenhall, Rowena Stone, Drs. Ron Coulter, Bill Donoher, Neal Callahan, Elizabeth Rozell, Kent Ragan, Dick Williams, Dave Meinert

1. Dean Bryant's updates
 - a. COB Career Fair
 - i. Tuesday, September 20th
 - ii. 10 AM – 3 PM
 - iii. Classes cancelled to 3 PM
 - b. COB Scholarship Banquet
 - i. Friday, September 19th
 - c. Budget Committee
 - i. Executive Budget Committee meets next week
 1. We will hold a COB Budget Committee afterwards
 - d. Annual evaluations
 - i. Staff evaluations are due January 31st
 - ii. Faculty evaluations are due February 12th
 1. Remind faculty to update Digital Measures
 - e. Online course capacity
 - i. We should not be capping courses at 20 only unless it is a strategic cap to manage priority overrides
 - f. DBA
 - i. More interest in this program
 1. Other schools are starting to offer these programs
 2. We are still a long time away from being able to do this; this is simply a preliminary conversation
 - ii. Started later; after building renovations
 - iii. Would build our profile
 - g. Communicating out shout-outs
 - i. Send shout-outs about faculty and staff for COB Inside Blog
 - h. Enrollment
 - i. Spring 2014 enrollment numbers were viewed
 - ii. COB is up 2.94% from Spring 2013
 - i. COB website
 - i. New format reviewed

2. Dr. Rozell's updates
 - a. Digital measures
 - i. Everything is due February 12th
 1. Will provide info pulled from Digital Measure to Provost's Office for recognition luncheon
 2. Annual evaluations due
 - b. PSIP Process
 - i. Dr. Rozell talked to each Department Head that had faculty apply
 - ii. Individual PSIP college committee members will meet to review applicants to forward on or not
 - iii. Dean meets with PSIP college review committee to forward on or not
 - iv. Applications are reviewed by University PSIP Committee to forward on or not
 - v. Provost makes final decision
 - c. Update on curricular initiatives
 - i. COB Council
 1. Approved CIS 200 admission course
 2. Approved CIS 201 added 1 hour
 - d. Curricular proposal process
 - i. Each department needs to have an active curriculum committee
 1. Any changes need to go through that department's committee
 - e. Advising concerns
 - i. Faculty have allowed students to sit in on classes that they aren't enrolled for
 1. Communicate out to faculty to not allow students who are not officially enrolled in a course
 - ii. Individualized Majors
 1. Try to encourage students to pursue an existing major
 2. Make sure faculty are aware that any requests for an Individualized Major must go through to Dr. Rozell
 - iii. Honors College students
 1. Burden put on faculty to add an hour for honors students
 2. Dean Bryant will talk to Dr. Chuchiak about issues
3. Dr. Meinert's updates
 - a. Building issues
 - i. Heating/Cooling systems
 1. Thermostats have been locked
 2. Met with facilities personnel to discuss issues
 - a. Will review data of where issues exist with dueling systems

- b. Will have set points on thermostats (4 degree range)
- b. Missing chairs
 - i. Advise faculty to contact COB Computing
- c. Technology issues
 - i. Glass 108
 - 1. Will bolt plastic bridge conduit cover to floor
 - 2. Will hardwire into cart
 - ii. Contact
 - 1. Call COB Computer number on desktop
 - a. If no one answers, call departmental admin to contact Danny
 - iii. Microphones
 - 1. Have had issues with channels being changed
 - 2. Suggested to use the equipment in the room
- d. EMBA Cohorts
 - i. 4 up and running
 - ii. Bonuses to faculty teaching in cohort with more than 40 students
- e. Photocopier funding
 - i. Numbers coming soon
- f. EMHA
 - i. Cox cohort in 2nd semester
 - 1. 27 out of 30 are still in program
 - ii. Mercy
 - 1. 28
- g. China campus
 - i. Faculty reported that everything went well
 - ii. Student issues
 - 1. Issues with prerequisites
 - a. Allow them to take classes concurrently
 - b. Will talk to Sandy about overrides
 - i. Exception to allowing permissions by someone else over winter break
- h. IBP
 - i. Encourage your faculty to lead study abroad trips
 - ii. Europe locations don't issue finals until after Christmas
 - 1. Grades come in later
 - 2. Students have issues registering because of prerequisites
 - a. Will discuss with Sandy about advisors monitoring and submitting overrides
- i. Per Course applications

i. Applicant Tracking System

1. Application (first page) must be printed and sent with PAF
 - a. Admins need to print
 - b. Add Kate to search committee so she can access and print applications when necessary

4. Departmental updates

- a. CLT members shared updates in their areas

2013-14 COB Calendar Notes

Spring

1/20	Extra Given Day – No classes/Offices closed
1/24	PSIP COB Committee meeting - 2 PM
1/31	Chamber of Commerce Annual Meeting
2/12	COB Faculty & Staff awards deadline
2/17	Extra Given Day – No classes/Offices closed
3/1	PSIP evaluations and materials due to Provost's Office
3/10 – 3/14	Spring Break
3/20	Public Affairs Convocation - Colin Powell
4/17	Spring Holiday – No classes/Offices open
4/18	Spring Holiday – No classes/Offices closed
5/1	COB Spring Awards Dinner
5/2	EAC meeting
5/9	All COB meeting

Travel Notes

Spring

1/26 – 1/28	Stephanie at OSU accreditation visit
2/2 – 2/4	Stephanie at AACSB Dean's Conference
2/9 – 2/11	Stephanie at APLG
3/22 – 3/25	Stephanie at Northumbria University accreditation visit
4/17 – 4/25	Stephanie vacation