

## COB LEADERSHIP TEAM (CLT)

**February 28, 2019**

2:00 – 3:30 pm \* Dean's Conference Room

### Minutes

**David Meinert, Sandy Culver, Ron Coulter, Elizabeth Rozell, Dick Williams, Stef Hall, Josh Davis, Melissa Price, Jeff Jones, Kent Ragan**

#### I. Dean's Agenda Items

##### a. Announcements:

- i. BOG Excellence in Public Affairs award – nominations due March 1, 2019  
<https://publicaffairs.missouristate.edu/awards>
- ii. MSU – OTC Joint Academic Meeting, March 25, 3:30pm, Lincoln Hall-OTC
- iii. Climate Surveys
- iv. IDEA Surveys are in – Deans will be receiving the Department Head Reports
- v. Academic Administrator Orientation, March 4, 10:00am re: Curricular Processes
- vi. MSU 62

##### b. Discussion:

- i. Provost Academic Leadership Program – Each College is expected to identify 2 prospects for this program. DHs to send names to Dr. Rozell by Spring Break.
- ii. Budget Cuts – (handout) COB expected to come up with \$300,000 in permanent/recurring cuts. A recent faculty retirement (salary and fringe) will cover over half of COB's share of the budget cut. One other professor has expressed interest in a half-time appointment which potentially could cover an additional \$75K of the College's share of the budget cut. We have some flexibility now and need it going forward.
- iii. A most recent FY2020 Budget discussion was held with the President, Provost and Deans.
  - a) At a budget planning session with the President and Provost, Dean Meinert recommended the University spend more money on Marketing; all Deans supported the idea.
  - b) Retention as well as recruitment will be MSU's focus as the U becomes increasingly tuition funded. College specific GEP101 sections are associated with higher retention rates. COB is exploring a higher compensation rate for GEP101 in hopes of staffing more sections for our college.
  - c) If MSU units rely on a layoff(s) to achieve their budget cut, they are expected to notify the impacted employee(s) by April 1<sup>st</sup>.
  - d) COB has, and will continue to monitor faculty workloads, class sizes, etc. to ensure we are operating as efficiently as possible.
- iv. Cengage Unlimited – A new Cengage program allows students access to all Cengage titles for a single semester fee. A report of Cengage titles used within COB suggests this program could significantly lower textbook cost for business majors. McGraw Hill is offering MSU a similar program. Such programs could be marketed as part of MSU's efforts to keep college affordable. Other competitor schools are reportedly already leveraging such programs when recruiting students. Department Heads were asked to relay this information during future

department meetings. While faculty will be made aware of these publisher programs, participation (i.e. text adoption decisions) will be voluntary.

- v. Scanning of Course Evaluation Comments – Department Heads were reminded of a prior CLT commitment to scan all course evaluations starting FA18. Retention of scanned copies ensures they are available for future T/P/R decisions. With course evaluation reports including item analysis, it is only necessary to scan those with comments. Some departments reported scanning evaluations before they were sent to the Computer Center and others indicated they were conducting two-sided scanning.
- vi. Spring Awards Dinner – (Process and Procedures manual handed out by Melissa Price) Recommendation was made to add this event to CLT Agenda calendars and/or send a meeting invitation early in the year. Timeline for Delp and Cheek award nominees was discussed and extended to March 25<sup>th</sup>. Dr. Meinert will invite CLT members via email to nominate individuals for COB's Golden Bear award. Format for the dinner presentations was discussed as was a recommendation to discontinue Dean's Distinguished Scholars. Melissa will send CLT members an online survey to solicit additional input regarding changes to this event.
- vii. Admitted Student Day (March 30<sup>th</sup>) – (Handout) All students who have been admitted to MSU are invited. As of February 28<sup>th</sup>, 34 students with COB related majors have RSVP'd. COB will host an open-house for students to tour our building and meet with departmental representatives. The COB open house for this event will run from 10:30 am to Noon. One faculty representative from each department needs to run a table. Melissa will have the tables all set up.
- viii. Overloads – The Provost recently provided Deans with a report listing all FA18 and SP19 Overloads. COB had a lengthy list, however, many overloads were related to China Campus, EMBA and EMHA sections which is the norm. The Provost will receive an edited copy of the report highlighting these known, and expected overloads as the remaining number is not excessive.

## II. Associate Dean Topics

### a. Dr. Ragan

- i. Building project updates – Glass 102's seating capacity will increase by 20 seats to 140 prior to FA19. Glass 467 & 434 classroom/lab renovation programs are currently being planned and are tentatively scheduled for SU19. The reorientation of Glass 350, removal of room dividers, and installation of new furniture will increase Glass 350's capacity (exact increase still TBD). More extensive renovations (e.g., walls, flooring, lights, AV) will occur in the near future when other classrooms are updated.
- ii. Custodial Services - If custodial is not up to your expectations, let Kent and Janet know.
- iii. Other Building Improvement Initiatives
  - a) Glass 345 is undergoing minor renovation.
  - b) All upper floor classrooms are being professionally cleaned.

- c) HVAC unit serving GLA331 is being replaced over the Spring Break.
  - iv. Cancelled class signage protocol – Departmental offices should be notified of all class cancellations, and signage placed outside classrooms should indicate date, instructors name, and class(es) canceled. Whoever puts the signs up is expected to remove them later same day or first thing next day.
- b. Dr. Rozell
- i. Workload Report – Dr. Rozell will be contacting department heads for justification regarding reduced course loads.
  - ii. Large section definitions – Glass 101, at 80% or higher capacity, has and remains the only auditorium for which faculty receive 2x credit hours toward their workload.
  - iii. GEP 101 college specific sections – COB faculty and staff are needed to teach COB designated sections. Instructors who do not have full teaching loads should be considered for GEP101 sections. The GEP101 class is highly structured, and we have experienced instructors in the college who can assist new instructors with the prep. – We need tenure track to teach. Find out if anyone does not have a 9 hour load. Others, who are interested in working with first-year students should be encouraged to volunteer on an overload basis. An information session for prospective GEP101 instructors will be held.
  - iv. AoL and UCC updates
  - v. Summer research grant PAFs will be going out next week.
- c. Faculty Senate Update – They are moving forward to form an ad hoc committee of deans, department heads, and faculty to review the process for selecting department heads.

## **Mark Your Calendars**

### **March 2019**

- 5 – Statewide severe weather test, 10:00am
- 11 – 15 Spring Break
- 19 – MSU Birthday Celebration, Noon, PSU
- 20 – Board of Governors Executive Committee Meeting, 4:00pm, CARR 203
- 25 – MSU/OTC Joint Academic meeting, 3:30pm, Lincoln Hall, OTC Campus
- 27 – Bears in the Know Luncheon, 11:30am, Meyer Alumni Center
- 30 – Admitted Student Day

### **April 2019**

- 3 – Endowed Scholarship Appreciation Dinner, 5:30pm, PSU Ballroom
- 12 – Public Affairs Hall of Fame Induction Ceremony, 6:00pm, White River Conference Center
- 17 – Board of Governors Executive Committee meeting, 4:00pm, CARR 203
- 18 – Spring Holiday – No Classes
- 19 – University Closed for Spring Holiday
- 24-26 – Collaborative Diversity Conference
- 25 – University-wide Memorial Service, 4:00pm, PSU 400
- 25 – Spring Awards Dinner
- 25 – EAC Meeting

### **May 2019**

- 16 – Board of Governors committee meetings
- 17 – Spring Commencement 9:00am – CHPA, MCHHS; 1:00pm – COAL, COE, CNAS; 5:00pm – COB, COAG, Interdisciplinary)