

COB LEADERSHIP TEAM (CLT)

Thursday, April 6, 2016

2:00 – 4:00 pm, Glass 400 Board Room

AGENDA

In attendance: *Stephanie Bryant, Neil Callahan, Barry Cobb, Ron Coulter, Sandy Culver, Dave Meinert, Kate Mendenhall, Kent Ragan, Libby Rozell Randy Sexton, Dick Williams*

Recorded by: *Sherri Cornelius*

1. Announcements *Stephanie Bryant*
 - a. Faculty and Staff Equity Requests
 - i. Due to Dean Friday, April 8
 - ii. Request should include who, how much, why.
 - iii. This is not a merit increase, but the person should be a meritorious employee.
 - b. Promotion and Tenure packets (10)
 - i. Dr. Rozell is reviewing them
 - ii. 6 have gone back to the Department because things were missing...
 - iii. Each person should have at least 2 notebooks
 1. One will forward to the Provost
 2. The other(s) will include any supplementary materials
 - a. Each year, the person should add to that notebook (using the original tabs provided) and turn it in for review
 - b. Those who are not currently up for P & T will receive their notebook(s) back after they are reviewed, so they can continue adding materials throughout the next year
 - c. Things that should be turned in to Dr. Rozell (Laurie)
 - i. Faculty Qualification forms
 1. Submit all of them, for your Dept. together
 2. DH and Ads also need to submit one for themselves
 - ii. Annual Evaluation forms
 1. Submit the forms only, not the supporting documentation
 - iii. P & T notebooks
 1. At least 2 notebooks
 - a. One that will go forward to Provost
 - b. One (or more) with supplementary documents
 - iv. Summer Grant Requests

- d. Delp and Cheek awards
- e. Golden Bear award
 - i. Will go to Bill Perry
- f. Summer Retreat
 - 1. Focus will be academics
 - 2. Drs. Cobb and Sexton will not need to attend
 - 3. Drs. Mueller and Davis will attend.
 - 4. Retreat will be held at the Tower Club, July 27 8-5
- g. Dean's Research Scholar
- h. MBA program
 - i. Andrew Albritton will be working in MBA office part-time until January
 - ii. Managing MBA Enrollment
 - 1. If a DH is going to cap enrollment at a certain #, make the number small and let MBA add the extra.
 - a. Suggestion – cap at 5 and then let in students as the need arises. Then MBA will override
- i. GAs
 - i. Laurie Bryson will maintain a list of current GAs
 - 1. DHs should advise her of any changes
- j. Faculty evaluations
 - i. Dean may want Dept Admins to type up student comments and faculty members would receive the typewritten pages instead of scanned handwritten comments
 - 1. Dean will check to see how other colleges do it before she makes a decision
 - 2. It would be ideal to have an online process instead
- k. Digital Measures
 - i. If a faculty member enters an article an article that's been accepted, once the article has been published the person needs to go back into the system and change it from "accepted" to "published"

2. Discussion

- a. Recruitment Committee *Stephanie Bryant*
 - i. Since Jerry Chin used to run this process and he's now

retired, we're going to change the way it's done

1. Because group liked the idea, Dean will ask Melissa Price to reach out to them to find good candidates for a Recruitment Committee whose members will participate in events like Showcase

b. Hiring and Staffing Update

i. Faculty and Staff

1. 18 hires of faculty and staff over the past year, including 2 diverse hires

ii. Rayanna Anderson

1. She will start Aug 1, working part time as Entrepreneurship Coordinator/Community Liaison
 - a. She will coordinate requests from community members who want to speak in a class or in the GOCAPS program...

c. Building Update

Dave Meinert

- i. We will move out of Glass Hall for approximately 11 weeks over the summer to PCOB, with faculty touch-down space/support in Strong Hall. Will share GAs between the two locations, with them available to help faculty (make copies...)
- ii. We will encrypt an external hard drive for all staff members and will also store everything in the cloud through Office 365.
- iii. We will use Bitlocker so every person will have an encrypted system
- iv. We will allow people to take home their computers over the summer
- v. Department offices will need to empty all furniture, filing cabinets, etc. and pack up everything. It will all be moved out.
- vi. Dr. Meinert will set meetings with DHs and Admins, Summer faculty, and non-Summer faculty
- vii. Rooms 434, 350, 261-262 will function as locked storage
 1. Only Dr. Meinert, Danny, Drew, and Jason will have keys to these rooms
- viii. Everything will need to be labeled with Room #. Furniture should have Room number written on the blue tape that will be provided
- ix. Over the summer, we can only have people in the building between noon and 1:00 p.m., once a week, to get anything they forgot that is absolutely necessary. They will go in with Dr. Meinert and JD from DeWitt, and will be required to wear a hard hat

d. Remunerated Outside Activity Report

Dr. Meinert

- i. The reports should be sent to Dr. Meinert. He will help anyone

who needs help completing the form

e. EMHA/EMBA

Dr. Meinert

- i. Mercy will not do in Jan '16
- ii. IMEC – 2 small FA16 cohorts
- iii. IBP Scholarships
 - 1. Something went wrong in the process, so the money isn't in students' accounts yet. They're working on fixing the problem.

f. Visiting Scholars

Dean Bryant

- i. The sending school tells the student what they want them to do
- ii. Departments should try to engage them where appropriate (invite them to events, meetings...)

3. Around the Room

a. Sandy Culver

- i. With the new degree audit program, inactive classes are still showing if a student clicks

b. Dick Williams

- i. Beta Alpha Psi won three 1st place prizes at the Regional Conference.
 - 1. They will now present at Nationals

MARK YOUR CALENDARS

Apr 14 **All Come** - Public Affairs Hall of Fame Induction – White River Conference Ctr.
Apr 28 **All Come** - Spring Awards, EAC Reception, BGS Ceremony – White River Confer Ctr
Apr 29 **All Come** – EAC Breakfast/Meeting – Vandivort Hotel
May 5 **All Come** - Faculty Recognition Reception – 3:00 p.m. – 5:00 p.m. PSU Ballroom
May 6 **All Come** – All-COB Meeting/Faculty and Staff Awards 10:00 a.m. – noon
May 13 COB Spring Commencement 1:30 p.m. – 4:00 p.m. JQH Arena

Travel and Vacation Notes

April 7 – 13 Dr. Rozell out – vacation
April 18 – 22 Dr. Meinert out – China (IMEC)
May 3 Dr. Rozell out - vacation