**COB LEADERSHIP TEAM (CLT)**

 **January 17, 2019**

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

**A G E N D A**

**In attendance: David Meinert, Neal Callahan, Ron Coulter, Sandra Culver, Joshua Davis, Stefani Hall, Jeff Jones, Melissa Price, Kent Ragan, Elizabeth Rozell and Dick Williams**

1. Dean’s Agenda Items
	1. Announcements:
		1. SP19 Add/Drop Deadline extended through Tuesday, January 22.
		2. BOG Excellence in Public Affairs award – nominations begin January 21, 2019 <https://publicaffairs.missouristate.edu/awards>
		3. PSIP Dates to Note: Meeting has been scheduled
			1. January 18 – Deans provide a list of names of Level 2 applicants to Provost Office
			2. January 21 – College committee being Level 2 reviews
		4. Academic Administrator Orientation, Feb. 11, Assessment
		5. SCUF proposals due by February 1, 2019 at scuf@missouristate.edu (use appropriate form) – If you have any special needs or changes that need submitted, please let Kent know.
		6. BearStats – copies available from Institutional Research, on demand, Get from Michelle Olsen. Stef has a few extras in her office.
		7. Key Audits will kick off in January (one third of offices audited each year)
	2. Discussion:
		1. Presentation on the Testing Center: (See handout). It is not designed for an entire class to take a test. Look at “For More Information” slide before going over there. Can be used for make-up exams. Review at Department meetings.
		2. Recruiting readmits: Had meeting with Provost and President today about enrollment. We need to be aware of students trying to get readmitted and work on recruiting them as well.
		3. Outcomes data: (See handout). Knowledge rate is up, career outcomes went up. We’re moving towards having a scorecard up on the COB website in the near future.
		4. BearPAF process: (See handout). Graduate college had large number of last minute GA BearPAFs. [Undergrads are not allowed to be enrolled in Blackboard Grad classes, until GA PAF is completed they cannot be added to assist Professors.] GAs are not getting paid the first part of month at beginning of every semester. Link for this is hard to find, can anything be done to make this more visible? Susan Veach is the only one who can give previous PAF reports. We may be asking her each semester to run reports for us. Remember to go in and cancel PAF for a cancelled course so we don’t have to go through the process of trying to get money back from instructors.
		5. Cengage Unlimited: New program, “Cengage Unlimited”. It’s an educational campaign for making books more affordable for students. You may be hearing more about this and want to get it on your radar. $99/semester for e-books.
		6. Updating COB Time for business trips and leave (vacation & sick): Look to calendar for who is out of the office. Let Stef know if you are going to be gone so she can put it on the calendar. Please state if you are going to be gone for conferences, for sick, vacations, etc. This makes it easier when we are approving leave requests. Put vacations in as soon as possible, so that not everyone is not out at the same time.
		7. High School recruiting: Jeff – We’ve been going out to recruit. Getting information from DESE system. Melissa - Business careers guide will be done in the fall, will look like Undergrad Program Guide. Asking high schools if they need guest speakers or if they want to bring a class in, Dean is going to be sending information out next week regarding COB High School Liaison Program. Find out when Counselor’s Week is and drop off some cookies. Want to invite local counselors over. Dr. Rozell to bring in list of high schools and who is in charge.
		8. Budget talks – Projected decline of 650 students for the 2019-2020 academic year. This turns into credit hour decline which translate into $4.3 million decline in tuition money. Plans to recapture through possible tuition increases. Preliminary budget discussions include money for a raise of 1.5% across the board. Governor’s budget is flat for operating budgets. Still thinking there could be an equity adjustment since we are the lowest student funded University in the state. The President asked deans for ideas. Dr. Meinert lobbied for flexibility rather than an across the board cut. Program eliminations, retirement incentives, eliminating open lines, and other options were discussed. Dr. Meinert said to look at bigger class sizes and using some of our lecture halls if space is a problem. We don’t have hardly any salary savings. Melissa said we should be aggressive in using Google Ad. Every University in Missouri, except for Mizzou, is seeing their numbers go down. The Provost is soliciting one time proposals for initiatives to increase retention or recruit new students. Each College will submit one proposal for a maximum of $100,000. Provost wants proposals for the $500,000 by March 4th. We won’t save significant money by cutting Per Course. Dr. Meinert is going to meet with the budget committee to discuss ideas on saving money (i.e. push for fee increase). There will be no Mizzou buyout.
		9. International Travel Requests must include proposed budget report now. Please include this when sending for signature.
2. Associate Dean Topics
	1. Dr. Ragan
		1. SCUF Proposals: Already discussed earlier in meeting.
		2. Depts should collect/maintain all Syllabi including Study Away, EMHA, China Campus, EMBA, MS CIS, etc.: Please maintain syllabi. If a supplemental list of course offerings is needed, let Kent know.
		3. Beta Gamma Sigma officers needed: Jim Philpot has been running this for many years. He will be stepping down and the program needs a successor. Jim will train the new person. Please communicate with faculty if you know of any that might be interested in taking this on.
		4. China Campus G.A./T.A. application deadline Feb. 15 (FA19 here, SP20 in China): If you know of students who might enjoy a semester in China, let Kent know. Application deadline will be posted soon.
		5. Thank you for swift decision on semester abroad course pre-approvals!!! Sending invitations out in the Spring to students. More to come.
	2. Dr. Rozell
		1. Faculty lists for FQ: These were sent out via email. The form has not been changed and references review by Departmental Committee. The FEC met with Deans and agreed the FQ review could/should be returned to Department Heads effective with this round. If a faculty member has concerns about their FQ status, or someone else’s they can contact the Dean, who will meet with the Department Head on the matter.
		2. Tutoring lab update: Going to be open next week starting Tuesday, Jan. 22nd. Make sure Kate Haring has GA availability. It will stay consistent for the whole semester. Each student is being asked to provide an end of session evaluation after every session. If you want other information collected other than what is already asked, then let Dr. Rozell know. The form is online in the lab. Promotion for this service is going to be increased. Sending emails to students on probation about this service is an option. Kate is going to send an email template to the faculty so they can send to students. Creating a page on COB website under “Student Resources”.
		3. 9 hour exclusivity rule: Sandra and Dr. Rozell discussed this regarding Ag Marketing course. This could be problematic. If we substitute Ag Marketing for our Marketing 350 course then there are two options. If we do away with the policy those students would have to take one 3-hour course. If we keep policy, then it’s 6 hours.
	3. FEC Meeting – Stef is setting up a meeting.
	4. Department heads who are interested in teaching Summer, online course can accrue comp time of up to 96 hours to take during the Summer. It is in lieu of compensation. DHs can teach in EMBA, but regular faculty members get first priority. Dr. Meinert would like for DHs to visit/teach at the China campus at least once.

**BAC:** Asked Tamara to reach out to assistants to attend meetings. Start date for one is Jan. 28 and Feb. 4th.

**FGB:** Kathleen Larkin returned from a successful study away trip to Hong Kong/Singapore. On a mobile device, Banner will adjust course times to whatever time zone the device is located. CFA Research Challenge Team will meet with Neal McNamara in late March. Neal is founding member of Virtas Partners in Chicago. Dr. Puneet Prakash was accepted as a member of the Risk Management Society International.

**MARCOM:** President Scholarship search, thank you to those who participated. Recruitment dates were sent via email to everyone. Bringing in some underrepresented students to campus. There will be a Career Fair app for the fall. COB Fair will be one week earlier this year. Dress attire was an issue last time and there will be a checklist now.

**MFD:** Starting to move into the storage space in the old bank vault. Items need to be sent for surplus but are not University property.

**MIT:** Going through a transition.Had 2 meetings to kick off the semester. Management meeting and IT meeting. IT side: Discussed MSC’s program portfolio. MGT side: Talked about what this next semester is going to look like. Intermediate plan is to transfer knowledge down.There will be an internal search for Interim Department Head to start July 1, 2019. A national search is expected to begin in Summer 2019 for a permanent DH.

**MKT:** 3 candidates bringing in and will only hire 2. 1 faculty member who was accepted into a paper.

**SOA:** 10 students in online 201 class.

**TCM:** 4 candidates coming in for Construction Management faculty position.

**Mark Your Calendars**

**January 2019**

19 – Maroon Nation Ball in St. Louis, 6pm

21 – University Closed for Martin Luther King Jr. Day

23 – Bears in the Know Luncheon, 11:30am, Meyer Alumni Center

23 – SMRP Salute to Legislators in Jefferson City

26 – Presidential Scholarship Interview Day

31 – Annual Emergency Response Exercise, 8:30am

**February 2019**

2 – Kansas City MarooNation Ball, 7:00pm

5 – Faculty Endowed Appointments Dinner, 5:00pm, Meyer Alumni Center

18 – University closed in observance of President’s Day

22 – Board of Governors meetings

**March 2019**

11 – 15 Spring Break

19 – MSU Birthday Celebration, Noon, PSU

20 – Board of Governors Executive Committee Meeting, 4:00pm, CARR 203

27 – Bears in the Know Luncheon, 11:30am, Meyer Alumni Center

**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

**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)

April 24-26, 2019 – Collaborative Diversity Conference