

COB LEADERSHIP TEAM (CLT)

Thursday, August 16, 2012

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

MINUTES

1. Dean Bryant's updates *Stephanie Bryant*
 - a. Review of upcoming events
 - i. COB Kick-off Meeting
 1. August 17th
 2. 10AM -12 PM
 3. Glass 108
 4. Lunch to follow, outside under overhang
 - ii. Scholarship Banquet
 1. Friday, August 24th
 2. Contacts are Pat Lucas and Rowena
 3. University Plaza Convention Center
 4. 6:30 P.M.
 - iii. COB Student Organization Showcase
 1. August 28th & 29th
 2. Halls of Glass Hall
 3. Rowena is coordinating the event
 - a. Student organization presidents and FA's were contacted last month
 - iv. COB Career Fair
 1. Monday, September 24th
 2. Currently have 60 companies recruiting
 3. COB classes cancelled from 10 AM – 3 PM
 - v. Distinguished Lecture Series
 1. Friday, October 5th
 2. Charles Duhigg, New York Times reporter & author
 - vi. AACSB visit
 1. Reports have been sent and received by team members
 2. Visit is Sunday, October 21st – Tuesday, October 23rd
 3. Libby will be contacting faculty and students to be involved in discussions with the team
 4. Going forward
 - a. Jim Pettijohn will work on reaccreditation
 - i. Assurance of learning (AOL)
 - ii. Digital Measures
 - iii. Writing the report
 - b. SOA
 - i. Mike Hammond will be in charge of AOL
 - ii. Phil Harsha will be in charged with admission testing students

- vii. Fall EAC meeting
 - 1. Friday, November 2nd
 - a. Breakfast @ 7:30 AM
 - b. Meeting 8 AM – 12 PM
 - 2. Casual/optional Thursday night dinner
- b. New Faculty Orientation – Dept.
 - i. New hires in COB
 - 1. Amy Stokes – MKT
 - 2. Kerri Tassin – SOA
 - 3. Debra Price – FID
 - ii. Department Heads encouraged to do some sort of departmental orientation with them
 - iii. Dean Bryant will reach out to them for a lunch
- c. Faculty workload discussion
 - i. Scheduling
 - 1. Efficiencies of scheduling will be looked at
 - 2. Department heads need to monitor their sections
 - 3. Going forward and from a financial standpoint, COB needs to make sure we are running efficiently
 - ii. Research faculty
 - 1. Department heads were asked their opinion on reduced/stacked teaching loads for their faculty who want to research
 - a. There used to be a campus-wide initiative that was similar to this – “Research Fellow”
 - b. Quality vs. quantity could come into debate
 - c. Process needs to be put in place and communicated out
 - d. Will have to have lead time in order to build into future schedules
 - e. We will have FEC take this issue up and make a recommendation
 - iii. Faculty need to retain their AQ/PQ status in order to meet the minimum requirements for AACSB purposes
 - 1. Rolling 5 year window
 - 2. Digital Measures will be reviewed (faculty’s responsibility)
 - 3. Future scheduling based upon the information at that time in Digital Measures
 - 4. Faculty who are not AQ or PQ will be ineligible for summer school or off-load teaching (e.g., MSCIS, EMBA, EMHA)
 - 5. Department heads should reiterate to faculty so there are no surprises

- d. Enrollment
 - i. We will look at enrollment once we get into the semester a couple of weeks
 - ii. Contact Sarah Nenninger, COB Enrollment and Recruitment Manager, to run the enrollment reports for you
- e. Alternative Spring Break
 - i. Students can complete a service project during Spring Break
 - ii. COB sponsored trip
 - 1. Tied to the COB Living Learning Community (LLC) in the future
 - 2. Spring 2013 working with Refugee United
 - a. Inspired by campus common reader, *Outcast United*
 - b. 20 students; paid for out of student fee funds
 - c. Students work with refugee children to improve their reading and computer skills
 - d. Process will be developed for students to apply – possibly enroll in an elective course for it
- f. COB Committees
 - i. Departments still need to hold elections for some positions
- g. Travel
 - i. Money allocated from Dean's office
 - 1. Travel to conferences
 - 2. Dues/Subscriptions
 - ii. Department heads' discretion for allocating funds
 - iii. Dean has to approve international travel (university policy)
 - iv. Funds allocated to each department based on formula though department heads have autonomy in deciding how to spend the money
 - 1. Additional student organization money
 - a. Student organizations need to apply for SOFAC funds first
 - b. Application from student organizations to Dean and Student Leadership Council (SLC)
 - c. Students will spend money and then go to department head for reimbursement
 - d. Student organizations encouraged to get MSU COB's name out
 - i. Conferences
 - ii. Competitions
 - 2. A policy and guidelines will be created
 - v. If allocated money is gone there are additional options
 - vi. Foundation funds
 - vii. Request for additional funding submitted to Dean

- h. +/- grading
 - i. University level asking for input
 - 1. Ask your faculty that teach the same courses if they agree/disagree to use/not use +/- grading system
- i. COB organizational chart
 - i. Newest version of COB org. chart was reviewed
- j. Tenure & Promotion
 - i. Standardized T/P binders
 - 1. COB checklist
 - 2. Pre-made tabs
 - 3. Binder cover template
 - ii. Guidelines reviewed for this year
 - 1. SOA
 - 2. MKT
 - iii. Annual evaluations
- k. COB name transition
 - i. What are we called?
 - 1. C.O.B.
 - 2. College of Business
 - 3. “the business school”
 - ii. Materials
 - 1. Use up what we have, don’t be wasteful
 - a. Letterhead/envelopes
 - b. Business cards
- l. Building improvements
 - i. 436 construction is underway
 - 1. November 9th scheduled completion date
 - ii. Building improvement committee for ideas
 - 1. Design & Construction anticipate 1 year to complete design plans
- m. Faculty/Staff awards
 - i. Document of faculty/staff awards was reviewed

- 2. Dr. Rozell’s updates *Libby Rozell*
 - a. Unique code for MBA online students
 - b. Admissions are up in MBA
 - c. Marketing Department Head search interviews will be completed Friday, August 17th

- 3. Dr. Meinert’s updates *Dave Meinert*
 - a. EMBA – 5 Cohorts
 - i. 106 new students
 - ii. GA’s will be needed in January to help
 - b. LNU Campus
 - i. Dr. Jim Marrow has been approved to go to China and serve as Associate Dean

- c. Building
 - i. Noise from 436 is inevitable
 - ii. We will recarpet the remaining classrooms over Christmas break
 - 1. Dr. Meinert surveyed rooms
 - 2. Preliminary meeting with D & C
 - a. Bid came under our expected costs
 - b. Paid for out of EMBA money
 - d. IBP program
 - 1. Please encourage students to study abroad
 - 2. If there is student and faculty interest, have them contact Michelle Hulett to help with the process
 - e. Faculty Exchange Program
 - i. Stan Leasure – Germany
 - ii. We have faculty coming in to teach here
 - f. Management Department Head search
 - i. Faculty interview with candidate completed today
 - ii. Monday morning – search committee will complete interview
 - g. International students – advising issue
 - i. Not allowed to transfer in as non-degree seeking post-baccalaureate unless part of a MOU
4. Other
- a. New student reception/COB Freshman reception
 - i. Hosted by Business Advisement Center
 - ii. Glass 102
 - iii. 4 PM - 6 PM
5. Departmental updates

Fall 2012 Calendar Notes

August

17	Faculty/Staff Kick-off Meeting
19	New Student Convocation
20	First day of fall semester
24	COB Scholarship Banquet
28-29	COB Student Organization Showcase

September

3	Labor Day – No Classes/Offices Closed
24	COB Career Fair

October

5	Distinguished Lecture Series
13	Showcase
18-19	Fall Break – No classes/Offices open
21-23	AACSB Accreditation visit
27	Homecoming

November

2	COB Fall EAC Meeting
21-23	Thanksgiving Break – No classes/Offices closed

