

COB LEADERSHIP TEAM (CLT)

August 28, 2019

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

A G E N D A

I. Dean's Agenda Items

a. Announcements:

- i. Strategic Enrollment Management committee/council charges and membership should be finalized next week – **Dr. Christina Simmers will serve on the committee**
- ii. Chris Craig plans to have the PAL participants develop some draft language for the Faculty Handbook to address concerns over low quality, online/predatory journals – **ALC will get to review. (Dean for CNAS has expressed concern re increasing number of journals with page fees and add-on fees to boost citations, as well as predatory journals. COB has historically relied on Cabells, and entrusted departmental T&P committees and department heads to vet other nonCabells listed journals.**
- iii. MDHE has identified MSU Programs eligible for FastTrack Workforce Incentive Grants (See Handout) – **(#2 bullet under 'Grant Req.' grant does roll into a loan under certain circumstances.**
- iv. An additional BAC Academic Advisor and Retention Specialist position has been funded via COB's UG UD course fee – **This use of funds is consistent with the purpose of the fee, namely to support student success. Reducing advising loads and providing more time for proactive advising is expected to improve retention.**
- v. Remind faculty to be mindful of the Blackboard Ally accessibility recommendations. Proactive attention will minimize the risk of student filing complaints with the DRC.
- vi. Effective Sept 2nd Financial Services will no longer accept the old Travel Expense Form. (New form attached) - **See handout – same information as our email**

b. Discussion:

- i. Internship Staffing Guidelines – **Discussed the need to be mindful of overloads, and to use them as a last resort.**
- ii. Using FN funds – **Discussed the extent to which donors can direct how funds are utilized. Per the IRS and Foundation, donors can place general restrictions on how funds can be used (e.g., scholarships, or professorships), but cannot direct exact how the funds are expended (e.g., cannot select scholarship recipient). Dr. Williams and Dr. Davis asked about student org. accounts. Monies earned by student organizations or gifts given directly to them are under their control. Neither MSU funds nor gifts to MSU should be given to student organizations. Funds provided for use by approved student organizations are transferred to the affiliated department and expenditures and/or reimbursements are governed by University policy. When organizations request additional departmental or college funding, the approving administrator can request, and take into consideration their ability to self-fund. Whether faculty could, or should be named on student organizations was discussed. CLT was reminded that faculty should not be named on student accounts. Dr. Meinert will check policies and provide clarification.**

- iii. **Nonconforming class times** – A report from the Registrar showing all SP20 nonconforming class times was distributed. Department heads were asked to review their respective listing, and eliminate those cases deemed discretionary. Examples of acceptable nonconforming class times were discussed.
- iv. **Career Fair Updates** – As of 8/29, 135 employers registered for COB Fair, and 38 employers for the SOA Fair. Lunch will be served at both fairs: COB & SOA lunches are from 11-1, with faculty invited – strongly encourage faculty to sit with employers. Suit scholarship – applications are now closed. A total of 40 students applied, with 33 qualifying.
- v. **Homecoming Plans** – COB has requested a tent in Bearfest Village (preferably south of Glass Hall) on Saturday (10/26) and will provide lunch for alumni, faculty, staff, and other supporters. COB will also work with the Alumni Relations to host an MS CIS Alumni reunion. Alumni Relations will email all MS CIS alums an invitation, with the College sending its own follow-up invitation. On Friday (10/25) from 3:00 pm – 5:00 pm, COB will provide guided tours of Glass Hall every 30 minutes, self-guided tours, and light refreshments.
- vi. **EAC – Discussion Topic, Student Presentations, Dinner guests** – Consistent with the University’s Action Plan, the fall EAC meeting will focus on Recruitment and Retention. With the EAC meeting occurring during fall break; it may be challenging to recruit students to participate. If you are interested in having a student, or team of students present to the EAC, please let Dr. Meinert know ASAP. Recently hired tenure-track faculty will be invited to the Thursday evening dinner.
- vii. **Commencement – Faculty Participation Rates** – As discussed during the recent ALL COB meeting, faculty participation in Commencement has been limited. To encourage faculty participation, Inside COB will include reminders re commencement and ordering regalia. Department heads were reminded to encourage COB faculty to participate in at least one commencement annually.
- viii. **Student Organization Days (start of each semester)** – To increase the visibility of COB student organizations, starting SP20 the College will sponsor COB Student Organization Days at the start of each semester. This two-day event will reduce the need for largely unmanned student organization tables in the 1st floor hallway. The event will be widely publicized with organization members staffing tables in the atrium. A recommendation was made to invite undeclared majors to this event.

II. Associate Dean Topics

a. Dr. Rozell

- i. **Committee List** – review committee list (handout). Mary Lynne is the keeper of all committee lists.
- ii. **Faculty names to serve on undergraduate individualized certificate committee** – send Dr. Rozell names of someone from each department to possibly serve on this new committee. She will then submit 3 names. Committee will look into bundling 12 hours to get certification.
- iii. **MBA Orientation and Career Fair Workshop** – 69 participants (successful). Open House in November as well.
- iv. **External Review Letters** – requests should have already been sent in – due end of month.

- v. Graduate outcomes data – low rate of responses – 50%. Encourage faculty to remind student to complete in MGT 767, MGT 705, ACC 703, and ITC 770. Send link for faculty to put on blackboard.
- b. Dr. Ragan
 - i. Building Update – 331 computer lab almost complete. Ongoing challenges with Glass' HVAC system. Let Kent and/or Janet know of any issues so they can follow-up.
 - ii. EMBA Update – A number of students will be arriving late due to delays in visa processing. Requests will soon be sent to department heads for recommendations to staff one or more cohorts starting SP20.
 - iii. Civics Exam Requirement – Exam started this fall. Every student/senior has to pass to graduate and they get an unlimited number of tries. A recommendation to add the Civics Exam to the requirements for admission to COB was discussed.

BAC: 546 new students for COB. Down slightly from this time last year. Last year was a record high.

FGB: Pre-Career Fair Meet and Greet scheduled for RMI (north terrace). Etiquette training provided in advance of COB Career Fairs. Search for assistant professor of FIN has generated 45 applications.

ITC: Construction Management Advisory Board meets 9/6. Career Fair Mixer is 9/9.

MFD: Body scanner will be here 9/11. Mockshop, for store planning and visualization, has been licensed and will soon be available in the PCOB lab. Exploring accreditation options.

MKT: Finalizing search for logistics professor.

MARCOM: Additional career fair workshops have been added (also a hidden workshop for Monday 9/9). Faculty should be encouraged to attend the career fairs to meet and greet students.

MGT: The first date of consideration on their MHA faculty search. Curriculum committee met this morning (8/29). Continuing to work on Administrative Management courses and working toward Entrepreneurship being completely online.

SOA: 100 students went to Resume Madness.

TCM:

Mark Your Calendars

Sept 4 - SOA Career Fair – 12-3 pm UP Hotel
Sept 10 - Business Career Fair - 10am-2pm – Business Expo
Sept 18 – COB Corporate Mentor-Meet Your Mentor Kick-off – 4:45pm – 5:45pm – Glass 486
Sept 18 – Strategic Enrollment Management, Noon (lunch) – 5:00pm DARR
Sept 26 - Major's Fair
Oct 1 - Bears of Distinction Nomination Deadline
Oct 7 – State of the University Address, 12:15pm, PSU Theater
Oct 10 - Executive Advisory Committee (EAC) Social Hour & Dinner – 5-7 pm
Oct 11 - Executive Advisory Committee (EAC) Meeting – 8am-Noon
Oct 18 – T & P Workshop, 10:00am – 11:30am
Oct 26 - Homecoming Tailgate
Nov 1 – Three Minute Thesis Competition, 5:00pm, GLAS
Nov 2 - MSU Showcase
Nov 22 - COB Scholarship Banquet
Nov 14 - Willard HS Explore Your Future (Career Day)
Dec 9 – Foundation Holiday Reception, 4:00pm, Meyer Alumni Center
Dec 13 – Commencement Ceremonies, 10:00am
April 3 - Bears of Distinction Dinner and Awards Ceremony