

COB LEADERSHIP TEAM (CLT)

August 29, 2018

MINUTES

Attendees: David Meinert, Neal Callahan, Ron Coulter, Sandra Culver, Joshua Davis, Jeff Jones, Kent Ragan, Elizabeth Rozell. Julianna Swope and Dick Williams.

Absent: Melissa Price

- I. Dean's Agenda Items
 - a. Announcements:
 - i. Autism Training, September 14, time TBD, PSU
 - ii. Online Bootcamp – January 7-11, 2019
 - iii. Workshop for Academic Leaders on Capital Campaign – Nov 15th or Nov 27th
 - b. Discussion:
 - i. UG Fee Stewardship Report was shared with the Provost and President and they are pleased with our management of this account. Proposed expenditures include: Increasing Scholarships for Study Away, adding more digital displays, IBP Programs, Einsteins, classroom renovation and COB tutoring lab.
 - ii. FA18 Enrollment – COB enrollment is up but credit hours are down. The decrease in 1st time, transfer, and to some extent international students is not being offset by an increase in graduate and part-time students. The shifting mix of students will impact student credit hours for the next several years.
 - iii. ALC mini-retreat Nov 12
 1. Deans to present plan to increase enrollment in targeted programs
 - iv. Blackboard Issues :
 1. Faculty have expressed frustration regarding the new process to add GAs to Bb courses. MSU's Bb administrator has been made aware of faculty concerns. Blackboard is not emailing announcements to students. MSU's Bb administrator is aware of the issue and has contacted Bb Support.
 - v. Financial Services Budget Officer/Support Update – Jennifer Severson is developing a pilot program and they have asked COB to test when completed.
 - vi. SGA initiative to place students on college budget committees.
 1. Colleges are expected to invite/select a student representative to serve on their college budget committee. Other colleges/deans will be contacted to determine if a process has been identified for selecting student representatives.
 - i. Search Approvals – discussed retirement protocol.
 - a. All MSU employees who intend to resign or retire are required to complete a Separation from Employment form - https://www.missouristate.edu/assets/human/Separation_from_Employment_Form.pdf) Once a Separation of Employment form is received, the

department administrator should schedule a meeting with the Dean to discuss if, and when the position will be posted.

- ii. EAC Discussion Topic
 - a. The upcoming EAC meeting will focus on keeping our programs, curriculum, and faculty relevant in light of State Performance Funding Measures and Talent for Tomorrow initiatives.

II. Associate Dean Topics

a. Dr. Rozell

- i. Staffing of Tutoring Lab – Dr. Rozell will distribute a schedule. GAs will be tutoring this semester – if this changes = more turnover. Discussed ‘burden’ of having GAs in the lab = if so, faculty need to inform Dr. Rozell who your department is using as tutors start picking undergrads for next semester. (feedback for Spring)
- ii. COB Budget Committee Members – getting committee lined up. Department head committee voted in Dr. Williams, we need staff member for budget committee – Dr. Meinert will email for nominees.
- iii. Citizen Scholar Nominees – Nominations due by September 13th
- iv. MBA Orientation – First annual was a success. 70-75 in attendance, looking to expand to include MAcc and add a mixer for alumni after orientation.
- v. MFD T&P Committee – Looking for reasonable faculty from around the college, Dr. Meinert proposed identifying one from each department.

b. Dr. Ragan

- i. Software Requests – deadlines for faculty software needs in classrooms, labs and faculty/GA office submitted to COB Computing:
 - 1. Spring – November 15
 - 2. Summer – April 15
 - 3. Fall – July 15Requests received after above deadlines receive a lower priority. Also faculty and Department Heads must maintain licenses for software installed on university computers.

UPDATES:

BAC – Two new advisors: Brooklyn Ryan and Brianna Scanlan. Will be recruiting for one more who will be leaving.

FGB – Academic Administrative Assistant Search is almost complete.

MKT – New search commencing – Melissa Burnett is retiring at the end of the semester.

MIT – We are working on several curriculum changes and an IB overhaul.

TCM – Equipment purchased via a Provost’s major equipment grant.

Meeting adjourned at 4:25 pm

Mark Your Calendars

Sep 3 – Labor Day Holiday – MSU Closed
Sep 12 – CLT
Sep 26 – CLT
Oct 6 – Showcase
Oct 10 – CLT
Oct 11-12 – Fall Holiday (no classes)
Oct 17– EAC Reception/Dinner 5:30 – 7 pm
Oct 18 - EAC Meeting 8 am – 1 pm.
Oct 20 – Glass Hall Open House – Homecoming Saturday
Oct 24 – CLT
Oct 27 – Southern Illinois Football - 2pm – Plaster Skybox
Nov 15 – Deadline for Software Requests for Spring 2019
Nov 21-25 – Thanksgiving Holiday (no classes)

Travel Dates

Sept. 22-29 – China - Dr. Ragan
Oct 12 – Dr. Meinert Vacation