

COB LEADERSHIP TEAM (CLT)

March 26, 2020

2:00 – 3:30 pm * ZOOM Meeting

MINUTES

I. Dean's Agenda Items

a. Announcements:

i. **Foundation Awards** – Foundation Awards were received by Kent Ragan (Teaching) and Carol Miller (Research). The awards will be shared in the next INSIDE COB.

b. **Discussion:** The Dean relayed that the Provost has acknowledged and apologized for, at times, conflicting information resulting from responses to the COVID-19 pandemic. Rapidly changing circumstances have challenged all levels of leadership during these unprecedented times. The administration appreciates the efforts of department heads and faculty and staff to quickly adjust to the new norm.

i. **Faculty Equity Adjustment Requests** – Equity requests were received from 5 COB faculty. The Dean discussed faculty equity adjustments with the COB Budget Committee during recent discussions regarding a nearly \$400K FY21 COB budget cut. The Committee, upon learning of the size and impact of the FY21 budget cut, agreed with the Dean's assessment that there were insufficient funds for meaningful equity adjustments at this time. Since that time and reflecting the financial impact of the COVID-19 Pandemic the Provost has indicated he does not plan to support faculty equity adjustments for this coming fiscal year. Faculty who submitted requests, are encouraged to retain and update them as the budget picture improves.

ii. **Annual Review Deadlines** – Deadline for DHs to complete annual evaluations/progress reviews is April 1 and for the Dean April 30. The feasibility of meeting these dates while everyone is working remotely was discussed. DHs will submit their evaluations/progress reviews as soon as practical given the circumstances. The Dean will do likewise and communicate with each probationary faculty once all reviews are completed. It was noted that some T&P binders do not have original committee and/or DH reviews and that these will have to be obtained and inserted before binders are returned to faculty. DHs were reminded that T&P binders should remain in the building and will eventually need to be delivered to the Deans Office for review.

iii. **Plans for Pass/No Pass Option** – The University wants to adhere as closely to the existing policy when it comes to the temporary SP20 Pass/Not Pass policy. The temporary policy change for SP20 will be limited to undergraduate students, as graduate students are not allowed to count courses with "C-" or lower grades. Undergraduate students will have until May 1, 2020 to submit requests for Pass/Not Pass for one or more of their courses. Key considerations associated with changing to Pass/Not Pass will be posted on the web and students encouraged to consult with advisors before electing the P/NP option. As P grades for the SP20 semester will be deemed acceptable for fulfilling prerequisite requirements, discussion regarding the temporary policy focused primarily on the risk to students who may Pass, but perform below the level normally expected (e.g., C or better) in prerequisite courses. Advisors, faculty, and DHs can

caution students regarding this risk. Jeff Jones volunteered to share a message he plans to send to FIN students enrolled in select classes.

- iv. **Essential/Critical Personnel and Building Access During Stay-At-Home Period** – There have been some misunderstandings regarding the “Critical” and “Non-Critical” designations for MSU workers. The COVID-19 Work and Compensation Policy which references those designations was developed to provide guidance during the City/County Stay-At-Home order. The designations do not reflect any employees value or importance, but rather whether it is critical they be on campus to maintain essential functions and operations.

All Non-Critical MSU employees who can reasonably work remotely are expected to do so. Supervisors will designate Critical workers, essential to the daily operation of the university, and direct them to report to work on campus.

While Non-Critical MSU employees can intermittently visit campus if they require something to work remotely, no one with COB should be routinely on campus. The University will be monitored for people coming and going to campus and in/out of buildings. The Dean will provide guidance to all COB Faculty and Staff regarding expectations to work remotely and to contact Kent Ragan if they need to access their building/office. Faculty and staff will continue to have BearPass access to COB buildings. The computer lab in the Library is currently still open but for limited hours as a resource for those students who do not have the technology to complete alternative learning. The testing center, however, is closed.

- v. **Mail and Package Arrangements** – While campus remains closed, Janet Davis will retrieve COB’s mail from Postal Services each Friday. She will go through the mail and contact anyone that she feels has an important/time sensitive item. She will scan/email or arrange to get the item to the recipient. UPS, FedEx and DHL packages will continue to be delivered to Receiving. Receiving will contact the owner of the packages and they will have to retrieve them from Central Receiving during designated days/times. Central Receiving staff will place packages outside their office for the person to pick up to ensure minimal human interaction.
- vi. **Student Workers/Work Study/GAs** – With campus closed for the remainder of the semester, and likely beyond with few exceptions there will be no student workers. GAs will be expected to fulfill their weekly 20-hours remotely. Dean Masterson sent an email to all GA supervisors. DHs need to determine how much they are going to use their GAs, fill out the Graduate Assistants Plan form and send to Dean Masterson as soon as possible.
- vii. **Status of Alternative Delivery Plans (FT and Per Course)**
 - a) **Ensuring all faculty have communicated with their classes** – The importance of proactive and timely communication with students during the transition to alternative delivery was discussed. DHs discussed how they have/will ensure faculty are actively communicating with the classes via email, Zoom, Blackboard, etc.
 - b) **Call center for issues** – MSU is establishing a Hotline (phone, text or online form) for students to contact if they are experiencing challenges or issues with alternative delivery or other issues. The University will be

providing the Hotline contact information to students very soon, so it is critical that faculty reach out to their students asap.

viii. Budget Picture

a) COVID-19 Work and Compensation Policy – There was an email sent out from the MSU President’s office yesterday. The policy lists four categories of workers during this time and what options are available as far as compensation. Workers are categorized as one of the following: Critical workers, Non-Critical workers working remotely, Non-Critical Workers assigned to other duties and Non-Critical workers unable to work. Those in the final category will be placed in a 2/3 status and received 2/3 of their current salary or hourly rate. See the email from President Smart for further information.

b) Contingency Plans for AY20/21 – Topic will be discussed in a separate meeting with Academic Leaders.

ix. Career Fairs – Events such as the College’s fall 2020 career fairs may be in jeopardy if event restrictions remain in place. While the College has contracted with venues for the fall 2020 events, Dean Meinert and others will be exploring COB’s financial obligations if the events cannot be held. Options for alternative formats and locations were discussed as well as the possibility of including or converting to virtual career fairs.

II. Associate Dean Topics

a. Dr. Rozell

i. COB Awards – While the Spring Award Dinner has been canceled, recipients will still be selected, and awards will be mailed to them when conditions permit. Dean Meinert and Melissa Price are exploring options for recognizing and congratulating award winners.

ii. Course Evaluations – There have been discussions at leadership meetings regarding the cancellation of SP20 course evaluations. Faculty Senate representatives are concerned that faculty with limited or no online teaching experience were placed at a severe disadvantage when converting to alternative delivery. Dean Meinert has advocated for collecting evaluations (to gain insight into what went well and areas for improvement) with the option for faculty to include or exclude SP20 course evaluations during their next annual evaluation. Other Deans disagreed because of the transition and that the rankings would not be an accurate reflection of the instructors teaching for this semester. Nothing has been finalized yet, so DHs were encouraged to refrain from sharing this information until a final decision is announced.

iii. COB Scholarships – We are still going ahead with the scholarships. Kate Haring is meeting with the committees.

iv. Mixed credit forms – These forms typically need multiple DH signatures to process. Considering the circumstances all DHs agreed to let Libby Rozell sign the forms for them to make the process more efficient and easier for all parties.

v. COB Council – Will be delivered via email, per Melody LaPreze’s request. DHs should send substantive discussions to Libby Rozell ahead of time so that she can communicate those matters with the council beforehand.

vi. Open Houses – These events have been canceled. To help with promoting MBA, MAcc and Cybersecurity they are initiating a “No Fee April” instead.

b. Dr. Ragan

- i. **EMBA Update** – One cohort is going home early due to the COVID-19 pandemic. They will be leaving April 3rd. Other cohorts may do the same. The EMBA faculty are still on board and committed to delivering their courses. The Fort Leonard Wood proposal has been submitted and is moving forward.
- ii. **China Campus Update** – There is a lot of uncertainty for the Fall semester. Currently, all classes have been transitioned to online.

BAC:

FGB:

ITC:

MFD:

MKT: Ismet shared some excerpts from an article in the Chronicle of Higher of Education. One specifically stating that Freshman and Sophomore retention will be key.

MARCOM: We will be expanding our LocalQ contract that ends in April for May and June.

MGT:

SOA:

TCM:

Mark Your Calendars

Mar 26 – Master Advisor Reception, 4:00pm, Davis-Harrington Welcome Center

April 3 - Bears of Distinction Dinner and Awards Ceremony, 6:00pm, The Old Glass Place

April 4 – MarooNation Volunteer Engagement Forum, 8:00am – 5:00pm, Foster Rec Center

April 4 – Admitted Student Day

April 9 – Mission Diploma

April 10 – University Closed for Spring Holiday

April 17 – Missouri Public Affairs Hall of Fame induction banquet, White River Conference Center, TBD

April 22-24 – Collaborative Diversity Conference

April 23 – COB Awards Dinner

April 24 – EAC Meeting

April 28 – All Faculty Recognition Reception, 3:00pm, PSU Ballroom

April 29 – Impact Summit: College Student Mental Health Conference, (details TBD)

May 2 – Einhellig Interdisciplinary Forum

May 6 – Bears in the Know Luncheon, 11:30am, Meyer Alumni Center

May 14 – BOG Committee & Regular meetings

May 15 – Spring Commencement, 1:00pm (COB, DCOA, Interdisciplinary)

May 25 – University closed in observance of Memorial Day

May 29 – Springfield MarooNation Ball, 7:00pm, The Old Glass Place

June 25 – Administrative planning retreat, details TBD