

COB LEADERSHIP TEAM (CLT)

April 9, 2020

2:00 – 3:30 pm * Zoom Conference

MINUTES

David Meinert, Kent Ragan, Elizabeth Rozell, Ismet Anitsal, Neal Callahan, Sandy Culver, Joshua Davis, Jason DeBode, Jeff Jones, Melissa Price, Dick Williams, Stef Hall

I. Dean's Agenda Items

a. Announcements:

- i. Periodically remind faculty to avoid assigning due dates and exam periods during MSU Holidays and Breaks
- ii. SP20 transfer credit of P/NP will be treated the same as similar credit earned with P/NP at MSU
- iii. FCTL will be holding two Virtual Online Course Development Bootcamps – (May 4-15 and May 18-29). The Bootcamps are expected to include synchronous and asynchronous sessions. Encourage interested faculty to contact FCTL asap if they are interested.
- iv. On-campus critical workers can request masks from Karen McKinnis, Manager, Emergency Preparedness 417-836-5225. – **No one in COB falls in this category at the moment. If/When employees can resume working on campus, they (employees) can request a mask(s) from the Emergency Preparedness Manager – Karen McKinnis(Kmckinnis@missouristate.edu)**
- v. Students needing Internet Access (e.g., Hot Spot) should submit a request though MSU COVID-19 [Emergency Assistance Application](#).
- vi. BOG Meetings for May and June will be virtual – **July is usually an off month, with a BOG retreat and meeting held in August. Plans for August are pending.**

b. Discussion:

- i. Graduate Assistants for FA20 – **Departments need to be very conservative on filling GA positions. If you have not extended offers for GA positions, please refrain from doing so until you consult with the Dean. Dr. Rozell will prepare a worksheet of all GA positions and denote vacant positions in COB.**
- ii. Zoom Bomb Avoidance – **Jeff Coiner, MSU CIO, explained how hackers are getting into Zoom meetings. There has only been one instance of this happening on campus. Dean Meinert will send a COVID-19 update addressing Zoom bombing, commencement and student mental health issues in the upcoming edition of Inside COB.**
- iii. Commencement (if conditions permit, Homecoming Sunday, otherwise expanded or additional December Commencement) – **Commencement ceremonies scheduled for May will be rescheduled (date TBD). University leadership is hesitant to schedule a ceremony in August due to the uncertainty of the pandemic (and event restrictions).**
- iv. Planning for Final Exam – **The Provost and President are encouraging all faculty to provide students with an expanded window of time to complete final exams. The expanded window will provide more flexibility for students with limited computer and/or WIFI access. A Faculty Senate rep has recommended 48**

hours, whereas the Provost and several Deans thought 24 hrs. (day of scheduled exam) would be enough. This issue will be further discussed by Academic Leaders on Monday, April 13th. Dr. Jones suggests following online course procedures and give students a 5-day window starting on the Saturday before finals week.

- v. **What if FA20 classes had to be online?** - Dean Meinert encouraged DHs to develop some contingency plans IF all FA20 classes had to be online. DHs would like to know in advance if this is going to be done in order to give their faculty ample time (e.g., June 1) to prepare. Given the uncertainty regarding the duration or intensity of the COVID-19 pandemic, faculty should be encouraged to be prepared for such an event. If there are faculty who have not taught online before, encourage them to attend the FCTL Boot Camp.
- vi. **Dealing with Student Mental Health Issues** – If a student indicates they are suicidal, the Behavioral Intervention Team needs to be informed immediately. If a student is a danger to themselves or others, call 911. Dr. Michelle Smith, Dean of Students and Asst. VP of Student Affairs, should be the first point of contact. If someone learns after hours of a suicidal student or is unable to reach Dr. Smith, they should contact MSU Safety for assistance.
- vii. **Budget Update** – At this time, there is tremendous uncertainty regarding remaining FY20 funds, as well as FY21 funding. In anticipation of what are expected to be significant budget withholds for the remainder of FY20, the University is undertaking a number of cost cutting measures – hiring freeze, reduced/eliminated discretionary spending, no U supported travel, closing buildings/HVAC systems to save on utilities, moving employees to 2/3 status. On the revenue side, the U will be aggressively marketing SU classes and proactively reaching out to both continuing and new students to maximize FA20 enrollment. All of these efforts are designed to minimize the risk of layoffs or salary reductions. Per BOG policy and bond covenants, only a limited amount of University reserves can be used to replace reductions in state appropriations or tuition/fees. Given the uncertainty of the budget situation, COB Study Away scholarships have been suspended, although students with preapproved long-terms SA programs will likely be funded. All projects, in Glass Hall, including the south elevator renovation, have been canceled. In the event COB carryforward funds (reserve monies) are frozen, the College may not have travel funds for FY21.

II. Associate Dean Topics

a. Dr. Rozell

- i. **FQ forms** – Kate Haring has been reaching out to some faculty for missing data. Both Kate and Dr. Rozell review the forms. Faculty need to make sure everything is in Digital Measures. AACSB standards are very clear regarding PA versus SA status. If someone is not SA, do not default them into PA. Only those faculty actively involved in their profession should have a PA status. Faculty should be strongly encouraged to achieve SA status rather than PA.
- ii. **Tutoring lab and Bear Claw** – Diana Garland, Director of Learning Commons/Bear Claw, has taken some of our GAs and assigned them to 2 hours a week of tutoring. All ACC, ITC and FGB GAs are assisting with this program.
- iii. **AACSB Annual Report** – Dr. Rozell will send out a document for you to fill out. Deadline is set for May 8, 2020.

- iv. MBA class sizes – especially core courses – Numbers are projected to be up this academic year. The MBA program is in need of more faculty to teach seated sections to accommodate an increasing number of students.
- v. Mixed credit forms – Make sure you're sending the students to Elizabeth Reger and the advisors. It does affect the student's scheduling.
- vi. IDF??? – Julie Masterson, Dean of the Graduate College, has indicated a virtual event will take place. It is unknown if the entire event will go virtual or if some portions of the planned program will be eliminated.
- vii. No teaching evaluations this semester – A final decision has been made.
- viii. Dr. Rozell reviewing T&P packets. – Several packets reviewed this year had numerous format and content issues. While these are noted in each packet, Dr. Rozell discussed the importance of T&P binders being reviewed more closely at the departmental level. Further, many of the binders are missing committee and/or DH progress reviews. The T&P packets will remain in the Deans Office until all missing documents are submitted and inserted into the binders.

b. Dr. Ragan

- i. Remote computing access – TCM is mostly affected by this. COB Computing was able to help students get remote access to lab computers in Kemper. Dr. Jones suggested the possibility of doing this for FGB students in Fall for the Bloomberg terminals if the pandemic continues.
- ii. Phone list/outgoing message verification – Telecommunications has discovered that there are several names that do not match the specific office for voicemail and unified messaging. Janet is working to get this issue cleaned up. It is important that outgoing messages match the correct person that is being called.
- iii. Other – Drs. Ragan and Anitsal have been working on an online marketing program. The hope is to have online marketing students enrolling this fall prior to the curriculum changes being finalized to support the online pathway. If you are close to having an online undergraduate pathway completed, please notify Dr. Ragan.

Still no word on Ft. Leonard Wood EMBA proposal.

BAC: It has been a challenging week. Many students didn't know that registration was pushed up a week. Very happy with the advisors and their work effort.

FGB:

ITC: Working with Sandy for structured scheduling in the fall. 4-5 sections each of 200 and 201. The contingency plan is to not have any empty classes.

MFD:

MKT: Dr. Anitsal has been helping some students with career advisement. Dr. Anitsal attend a conference virtually that went very well.

MARCOM:

MGT:

SOA:

TCM: TCM is down to about 20 students that need remote access to lab computers.

Mark Your Calendars

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 (**Canceled**)

April 22-24 – Collaborative Diversity Conference

April 23 – COB Awards Dinner (**Canceled**)

April 24 – EAC Meeting (**Canceled**)

April 28 – All Faculty Recognition Reception, 3:00pm, PSU Ballroom (**Canceled**)

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 (**Canceled**)

May 14 – BOG Committee & Regular meetings

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

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