

## COB LEADERSHIP TEAM (CLT)

April 30, 2020

1:00 – 2:30 pm \* Zoom Conference (871151)

### A G E N D A

#### I. Dean's Agenda Items

##### a. Discussion:

- i. FA20 Schedule Changes – Departments with pending schedule changes need to submit them asap.
- ii. Final Exam Scheduling and Alternative Activities – Encourage faculty not to deviate from the University's Final Exam schedule; the time slot provided to complete the final should include the original published day/time.
- iii. T&P Packet Feedback & Missing Dept Committee and DH Reports – Dean Meinert has examined all packets except for two TCM faculty. He will have those completed early next week. Several packets, primarily for those early in their respective tracks, were not well organized and need improvement. Dr. Rozell and Dean Meinert have added notes to each packet that needs revisions or is missing material. A few year 2-5 packets reflected inconsistencies across sections (material updated in one section, but not another). DHs need to reinforce the importance of T&P packets following MSU Guidelines and being updated annually. Packets will not be released to applicants until departmental committee and DH reviews have been submitted. Faculty will receive the Deans review via email and will be advised that their T&P packets will not be returned until MSU reopens.
- iv. Graduate Assistants (April 15 deadline for rescinding offers) – COB will honor all GA commitments made prior to April 15 and will postpone additional hires until there is more certainty regarding FY21 funding. All GA appointments should be for a single semester.
- v. FEMA COVID Time Logs – The first round of FEMA COVID-19 Time Logs should have been submitted to Financial Services, Deans will reportedly be told if any are missing for their units.
- vi. Check-in Worksheets – A few departmental reports are still pending, please submit asap as aggregated data is being shared with the Provost, President and BOG.
- vii. Bootcamps (May's are full – 120 faculty, more being scheduled) – President Smart and Provost Einhellig are encouraging all faculty with minimal online teaching training/experience to participate in these bootcamps. The University is working on dates for additional sessions. Dean Meinert will find out who in the COB is registered for these sessions and Stef Hall will help distribute the list to DHs.
- viii. Encourage Faculty to Engage with Students – A significant number of students have expressed concern via the Hot Line and other offices that they feel there is minimal or no communication from instructors/professors. DHs should reinforce the importance of routine engagement/communication (e.g. Bb announcements and emails) with students.
  - a) Touch base email, Gearing up for final exam (format/time/rules), link to article in the news, Study tip for challenging topic

- ix. Library Testing Center and Open Lab(s) House will be announced soon – Preliminary decision is to have the hours of 9am-9pm, Monday through Friday. Inform faculty when the official announcement is made. Social distancing guidelines will be enforced.
- x. Budget Update – The Missouri House has announced a \$67 million cut for FY21. The Missouri Senate may provide more support for higher education than the House. It's estimated that MSU's share of the proposed House cut would be approximately \$8.5 million. The House is committed to having their budget finalized by the end of this week. The BOG should have a final budget by their May meeting. The CFO is modeling scenarios to offset budget cuts and/or withholdings and potential decreases in tuition and fees. One scenario involves the University saving upwards of \$5 million via open positions (i.e. hiring freeze). This would equate to a one-time (FY21) reduction of \$800,000-\$900,000 for COB. The President and Provost are hopeful that MSU can get through this pandemic without layoffs.
- xi. Budgeting Principles (see below)
- xii. Returning to Campus (Summer and Fall) – The State Stay-At-Home order ends on Monday, May 4, 2020. There are no plans to immediately reopen all campus office and buildings. The University plans to continue to maintain social distancing for the foreseeable future. Early indications suggest academic units will continue to work remotely through at least May, with limited exceptions for select faculty and staff to resume working on campus. An announcement regarding this situation is forthcoming. Plans are being developed to maximize student, faculty, staff, and guest safety when campus reopens. This will include additional cleaning, signage, additional testing, and space to quarantine students who test positive.

## II. Associate Dean Topics

### a. Dr. Rozell

- i. Deadline for AACSB info for annual report is May 8<sup>th</sup>
- ii. Outstanding Advisor Award – A winner has been chosen. Dean Meinert will make the announcement with other award winners after a decision has been made on how to conduct the event. DHs and Associate Deans are asked to think of possible ways the awards should be handled.
- iii. Experiential Coordinator position – The half-time Experiential Learning and Community Engagement Coordinator position is being temporarily eliminated due to budget concerns. The COB faculty will still be encouraged to engage in Experiential Learning projects. The expectation is faculty will maintain the connections with firms and nonprofits that have been developed in recent years.
- iv. MBA Enrollments – Based on the number of new admits, there may not be enough seats in select MBA sections. DHs were encouraged to identify additional graduate faculty to teach core courses. Caps are going to have to be raised and several students are currently on waitlists.
- v. Summer breakeven – The majority of SU course enrollments look good. There are 5-7 faculty who haven't made the breakeven yet, but many are very close.

b. Dr. Ragan

- i. GA Key Return – If current GAs will not be returning to campus, they will need to return their keys to the University in some manner. Dr. Ragan provided some options to be shared with GAs via email.
- ii. Risk Management Spreadsheet – finalize fall and then use Course RM - Classification MS Form – The Registrar has not finalized yet. Send your information to Kent as soon as possible.
- iii. Building Updates
  - a) LED Lighting in 261 and 262 - The extended Spring Break and subsequent closure allowed Facilities Management to complete installation of LED lighting in 261 and 262.
  - b) 345 awaiting screen and marker board light – There are discussions of creating more Zoom classrooms on campus, and each College has been asked to identify at least one classroom. With GLA345 recently renovated and currently offline for the FA20 semester, it would be an ideal candidate for installation of equipment to capture lectures via Zoom.
  - c) 331 lab seating from 32 to 46 for fall – GLA331 seating capacity has been increase to 46 and motorized window blinds are being installed to address the solar gain (i.e. heat issue) near the south windows.
  - d) Classroom carts – investigating plexiglass shield – These will help protect the faculty and students sitting in the front row of classes. Other Deans have inquired about these as well.

**BAC:**

**FGB:**

**ITC:**

**MFD:**

**MKT:**

**MARCOM:**

**MGT:**

**SOA:** Ranked #23 in Nation for non-accounting majors.

**TCM:**

**Mark Your Calendars**

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) (**Moved to October and December**)

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

## **FY2021 Budget Principles**

The university will evaluate all FY2021 cost savings options utilizing these factors:

1. Potential to generate substantial savings
2. Impact on the university's mission. Mission considerations include:
  - Academic quality and accreditation
  - Enrollment
  - Student success
  - Student experience
  - Inclusive excellence
  - Affordability
  - Public profile
3. Impact on employees and workforce morale
4. Impact on university risk and compliance
5. Impact on university's ability to generate revenue
6. Improve efficiency and processes

The FY2021 budget will also include strategic investments to support revenue and the mission considerations listed above. The overall need to generate substantial savings will be considered when evaluating all strategic investment options.

The process to develop the FY2021 budget will include the following considerations:

1. Transparency and university-wide communication
2. Input from stakeholders