

COB LEADERSHIP TEAM (CLT)

May 7, 2020

2:00 – 3:30 pm * Zoom Conference

MINUTES

I. Dean's Agenda Items

a. Announcements:

- i. COVID-19 Time and Expense Logs (April 16 – May 15) for all COB administrators and staff are due to supervisors by Tuesday, May 19. Supervisors to submit to Michel Hackworth by Friday, May 22nd.
- ii. Additional FCTL Online Bootcamps will be held June 14-26 and July 13-24.
- iii. Chris Craig is developing standard language to be added to FA20 syllabi to address a potential conversion to alternative (i.e., online) course delivery. A draft is currently under review and will be shared with deans and department heads very soon.
- iv. A Return to Finish Incentive (\$200 for 3-5 credits or \$500 for 6 or more credits) has been established and lists of eligible UG and GR students are being compiled. Colleges will be encouraged to reach out to eligible students.
- v. A note will be placed on all MSU transcripts for SP20 term referencing COVID19 and P/NP option. Approximately 3000 students have requested P/NP for 6000 courses.
- vi. Library Hours/Services:
 - a) Testing Center will reopen Finals Week from 9 am to 7 pm
 - b) Lobby Open 24/7, BearPass required to access w/ social distancing signage
 - c) Limited In-Person Library Services planned for May-June (3-7 pm)
 - d) Requests (for in stock items) will be available for next day check-out
- vii. Traditional FA events such as Welcome Back Luncheon, New Faculty Receptions at Clif's, and Showcase will not be held. A virtual Showcase is being planned.
- viii. FA20 New faculty orientation, new administrator professional development kickoff, and GA Orientation will be held with modifications.
- ix. Approval was given for Instructor Renewal PAFs for AY20/21 to go forward.
- x. Two-Third Status to be extended through July, new PAFs needed for prior appointments through May 31. Folks can be moved in/out of 2/3 status with associated PAF(s).
- xi. Carole Hale will be moving to 2/3 status on Monday (5/11) and retiring June 30. Janet Davis will provide administrative support for SOA. - **Employees that are moved to non-critical worker 2/3 pay are not necessarily at risk of being laid off if those happen. If the University gets to the point of enforcing layoffs, they will be evaluated on an individual basis.**

b. Discussion:

- i. 2/3 Status – **Those employees who would like to go on 2/3 pay will be supported. If they have vacation/sick time to use to make up the 1/3 to equal 100% FTE, they are welcome to do so. Employees can go on and off 2/3 status as often as they need to.**

- ii. FA20 Course Changes – All COB courses that went online have been completed, Katrina Chavez in the Registrar’s Office confirmed this. Check Banner and if it is noted that the transition is complete please notify the faculty and students that are in those sections. Katrina thinks she will have all courses completed next week. The Registrar’s office should be sending out notifications about other changes next week.
- iii. Return to Campus Timeline – We will not be rushing back to work on campus in the months of May or June. The plan is to start coming back in July. University leadership is empowering the Deans to decide what makes sense for their colleges. Dean Meinert is empowering the DHs to decide what makes sense for their departments. Dean Meinert is encouraging employees to continue working remotely if possible. Avoid congregating in Glass Hall if some faculty come back to the building. The plan is to stay home for the month of May and start coming back some in June due to campus visits to allow students and parents to tour the building. Glass Hall should be open by July but still practicing social distancing. Office employees should coordinate times to maintain social distancing and avoiding too many people in office areas.
- iv. Enrollment Status (See Attached PPTX)
 - a) Impact of FA20 China Campus transfers (if postponed to SP21)
 - b) Transfer Students
- v. Budget Update – May not need to go into reserves too deeply for this year due to COVID-19 relief money.
 - a) Finishing FY20
 - b) FY21 Budget Scenarios – At this point, it is believed that we may be able to stay within the \$10m shortfall range. The University plans to take \$3.5m out of reserves, take 50% of everyone’s travel budget, and there is currently \$5m in open positions. The new resident hall will delay opening to reduce costs. If the University sees a \$15m-\$20m shortfall then more drastic measures will need to be taken to close the gap which could include possible layoffs and/or furloughs. Thoughts from CLT: Dr. Rozell asks about the possibility of cutting programs. Dean Meinert informed the committee that the University Administration is not considering that option at this time.
- vi. ALL COB Alternative Zoom Sessions with Departments (see days/time below) – Let Dean Meinert know if there are things that he would like to address with your department.
 - a) Monday (5/11) 9-10 am, 10-11 am, 11-12 pm
 - b) Tuesday (5/12) 9-10 am, 10-11 am, 11-12 pm, 1-2 pm, 2-3 pm
 - c) Wed (5/13) 9-10 am, 10-11 am, 11-12 pm, 2-3 pm, 3-4 pm

II. Associate Dean Topics

a. Dr. Rozell

- i. Send schedule changes to BAC – Let Sandy know about changes you make in Banner.
- ii. Recruiting for MAcc and other online programs—phone calls and emails – Dr. Rozell requested a list of all Accounting alums. The Graduate Programs advisors are going to contact students who have not registered for Fall 2020 yet.

- iii. Experiential learning without coordinator – The hope is that faculty will continue to engage in EL opportunities, especially students who are working on consulting projects. Dr. Rozell is encouraging faculty to look at options with Zoom capabilities.
 - iv. 2+ 3 program with OTC and other community colleges – There is talk of marketing an Associate's degree with OTC, then 2 years for BS and one more year for MBA at MSU. More to come on this topic.
 - v. Dual degrees – Dr. Rozell is trying to create a pathway with engineering and MBA, MBA & Cyber, MBA & Project Management. This type of dual degree is attractive to some students.
 - vi. FQ Forms – Many people did not put their names on the forms. Some have no DH signature. Check only one box in the FQ part.
- b. Dr. Ragan
- i. Classroom Changes – Glass 354 is filled up with classes for FA20. Slots are still available in the late afternoon, evening classes and at 8:00am. 70 seat classrooms are available now because of moving classes to 354. COB departments are encouraged to reserve these rooms ASAP before other colleges do.
 - ii. EMBA Update – There is a positive outlook that there will be a cohort this Fall. There are some visa issues going on with several students currently. Finance cohort is still on the schedule. The program is trying to keep every option open. 76 students will be staying in Dalian.

BAC: If student changes major/minor, P/NP will need to be entered again. If students encounter errors, please send students to BAC staff.

FGB:

ITC: Recent resignation of a junior faculty member. The department is down 250-300 heads for the Fall semester. Dr. Davis is going to reach out to previous per course instructors to help fill the shortfall of faculty available to teach.

MFD: Faculty found Bear material and are going to make face masks.

MKT: FBLA-PBL competition went well. Some students are going to Nationals (virtually).

MARCOM: Investigating virtual career fair. How can we modify what we do to satisfy the situation? Melissa will have draft done next week.

MGT:

SOA:

TCM:

Mark Your Calendars

May 14 – BOG Committee & Regular meetings (**via Zoom**)

May 15 – Spring Commencement, 1:00pm (COB, DCOA, Interdisciplinary) (**Moved to October and December**)

May 25 – University closed in observance of Memorial Day

June 25 – Administrative planning retreat, details TBD