

COB LEADERSHIP TEAM (CLT)

June 4, 2020

2:00 – 3:30 pm * Zoom Conference

MINUTES

I. Dean's Agenda Items

a. Announcements:

i. Budget

- a) The most recent budget withholds (\$4M) will put MSU SGF total very close to \$12M, the additional \$4M will come out of reserves (COB will pay prorated share).
- b) Current estimate- 15-\$20M range for FY21 budget shortfall, which will likely require furlough/salary reduction and freezing additional lines which open via retirement/resignation.
- c) "Furlough" Committee has met and is discussing alternative terminology (e.g., temporary reduction in salary) and/or additional academic holidays.
- d) MSU is now paying for 1100 Zoom licenses, deans will be receiving a list of licenses for their college with the goal of identifying those who do not require a license (i.e., those with sessions under 40 minutes and 100 participants).

ii. COVID-19

- a) Virtual Town Hall Meetings planned for July 9 and August 5
- b) CARES Funding - \$1.6M given to eligible students who applied (\$1K per)
- c) No extension of P/NP is planned at this time (many inquiries).
- d) Provost has given green light to book second rooms to split classes for synchronous Zoom sessions. Please work with Kent to identify a second, hopefully nearby, classroom.
- e) When academic space is exhausted PSU will be making the theatre, Union Club, Parliamentary Room, and East Ballrooms available on select days/times.
- f) COVID-19 Vacation Accrual Policy in effect – maximum annual accrual cap suspended through June 30, 2021.
- g) Mask committee has their first meeting this afternoon, two additional deans were added to ensure the full range of academic settings are represented.

iii. Miscellaneous

- a) On-Campus and Online SOAR sessions will be held starting July 6th (See Rob Hornberger email and attachment dated 5/22/20 FWD to CLT earlier today). - **One-day on campus SOAR sessions will be held on MON & TUE, and it will be important to have COB offices open on those dates.**
- b) HLC approved Ft Leonard Wood for offsite location, request for GR course delivery proposals still suspended.
- c) OTC now seeking partner for four-year program in Respiratory care (ST Charles CC partnership with MSU for Occupational Therapy Assistant program is still in progress)
- d) MSU Summer Enrollments (headcount and SCH) are up, still concern re # of continuing students who are not registering for fall. **343 business students have not yet registered.**

- e) FCTL has/is moving faculty on wait lists into June, July and August online bootcamps - expect 175 to complete. If you've had faculty tell you they are full, please ask them to go to MyLearning Connection get on a waiting list. FCTL also mentioned a self-paced training program. - **COB faculty with limited online teaching experience should be encouraged to attend an FCTL bootcamp, and upcoming sessions will be promoted via INSIDE COB.**
- f) Related to e) above -- FCTL has requested names of faculty whom deans/DHs feel could assist with online bootcamps (some compensation, no \$\$ amount provided). If you wish to recommend someone, please email me their name.
- g) MSU now has 150 certificates (62 UG & 88 GR) and the Provost would like to see the emphasis shift to promotion, rather than further proliferation.
- h) AC Retreat (June 25) will focus on Action Plan for 2020-21 & Concepts for Long-Range Plan (ALC retreat on expected to be an extension of same)

b. Discussion:

- i. COB Virtual Mini-Retreats – **Rather than a traditional all day CLT Retreat, this year a series of virtual mini-retreats will be held. Retreat topics are pending as they will be guided by Administrative and ALC retreat discussions and the AY20/21 Action Plan. CLT members should submit vacation days to Stef by Monday, June 8th to facilitate selection of CLT Retreat days/times.**
- ii. Social Media Update – **See President Smart's email announcements dated June 1st & 2nd.**
- iii. COB Return-2-Campus Plan (See attachment) – **HVAC in much of Glass and Kemper Hall will remain off for energy conservation purposes until closer to July 6th. HVAC wall consoles in Glass should work, please notify Kent Ragan if an individual office unit is not working.**
- iv. Event Policy (See attachment)
- v. Post July 1 Academic Travel Policy (See Below) - **Three Deans were charged with creating the policy. COB is unlikely to support any travel in the Fall based on COVID-19 and budgetary concerns. DHs should discourage travel until the University budget is final. Dee Siscoe is looking into a travel policy for student organizations. COB will be financially supportive of virtual meetings/conferences/competitions for faculty and student organizations.**
- vi. **Any time departments use a faculty member from another department/college, communicate via email with the DH to ensure there is mutual understanding and agreement regarding the assignment. Such communication is essential to ensure combined teaching loads are not excessive.**

II. Associate Dean Topics

a. Dr. Rozell

- i. Grade appeals – **This is a formal process, and always begins with the student submitting a written appeal to their instructor. Informal email communication regarding a grading concern does not constitute an appeal.**
- ii. MBA Update – **Admission is up 73% for this summer. A significant number of MBA students have yet to enroll for classes. Enrollment is currently up 12% year-**

on-year and is expected to continue to increase. Last year, there were 392 students in the program, this year there are 440.

- iii. Changes in COB Graduate Programs Office - Devon Duncan has resigned, and Heather Moore will be temporarily assisting the Grad Programs office approximately 20 hours a week.
 - iv. Tutoring lab for Fall – Dr. Rozell posed the question: Do we need to provide Zoom tutoring or go back to the way things operated prior to COVID-19? Dr. Jones thinks Zoom is beneficial for tutoring. Dean Meinert is interested in using a program for reserving time slots. BAC uses BookMe. Dr. Rozell suggests using the free program Calendly.
- b. Dr. Ragan
- i. EMBA Update – There are 11 applicants for FA20. As of June 16, there is to be no travel between China and the U.S. per President Trump’s recent executive order. If newly admitted students can travel to the MSU SGF campus, they will be added to a continuing cohort. If there are new FA20 students, and enough new admits for SP21, a new cohort will be formed in January 2021. EMBA faculty are aware of the situation and have been very flexible regarding scheduling and the prospect of an alternative compensation model if atypically small cohort size warrants.
 - ii. China Campus Update – With COB faculty and GAs unable to travel to Dalian, online classes will be delivered for the General Business completion program. Several China Campus transfers who were enrolled on the SGF campus for SP20 have returned to China, and others are trying to return to China. As there is a significant risk that students who return to China will be unable or unwilling to return to Springfield for FA20 they are being encouraged to contact their academic advisor immediately to explore schedule options. Some advisors have already heard from these students.
 - iii. Glass Hall Reopen – Those needing assistance from COB Computing to return computers and printers to offices prior to 7/6 should contact COB Computing to arrange a time on 7/1 or 7/2 (7/3 is a holiday).
 - iv. Glass 345 Zoom Room - If you have someone interested in capturing Zoom lectures or have one or more classes where enrollment size is a concern, keep Glass 345 in mind (cap of 70). Send Dr. Ragan an email by 6/12 if you would like to reserve this room for FA20. After this date, the room will be open to other colleges and departments to reserve.

ATTACHMENT

Travel Policy Guidelines for Academic Affairs after July 1, 2020

Guiding Principles

Keep faculty and students safe and healthy.

Conserve travel funds.

Support faculty funded research with safety of faculty and students as top priority.

The policy will be reviewed every three months to determine if updates need to be made.

Academic Travel (July 1 – December 30, 2020)

All academic travel outside the state of Missouri must be approved by both the department head and dean.

Submission of abstracts for regional rather than national conferences should be encouraged. Requests for travel should include contingency plans should the conference be cancelled or become virtual. Travel to large conferences in major cities that are COVID-19 hot spots will not be approved. Purchase of airline tickets must be approved in advance by department head and dean.

BAC: Tomorrow, June 5, 2020 is SOAR for Summer semester. It will be virtual with 27-28 students, 4 of which are COB students.

FGB:

ITC:

MFD: Discussions are underway with faculty on whether to pursue accreditation. Accreditation standards/documentation for MFD is more rigorous than AACSB.

MKT: The Ad Team is one of three finalists in a competition co-sponsored by EdVentures and the McCain Institute. The other finalists are Arizona State University and Johns Hopkins University, and the finals will be held later this month.

MARCOM: Next week campus visits will start. Currently they are done virtually through Zoom and the Glass Hall Virtual tour. Working things out for Career Fairs in the Fall. Melissa has reached out to employers with various questions/suggestions regarding the Career Fairs. There is the option of a virtual fair at a low cost. She is working with University Plaza and the Expo Center to explore alternative booth layouts to maximize social distancing.

MGT: Gearing up for classes to start next week.

SOA:

TCM: Several PM projects going on.

Following a University level discussion on the topic of one-way stairwells and hallways, Dean Meinert inquired about everyone's thoughts on their implementation in Glass Hall. Compliance was the major concern, along with the number of exterior entrances/exits. Limiting elevator occupancy was also addressed briefly, self-policing and potentially reducing the weight limit in the elevators were discussed.

Mark Your Calendars

June 25 – Administrative planning retreat, details TBD

July 9 – Virtual Town Hall Meeting

August 5 – Virtual Town Hall Meeting