

## COB LEADERSHIP TEAM (CLT)

January 28, 2020

2:00 – 3:30 pm Zoom Conference

### MINUTES

#### I. Dean's Agenda Items

##### a. Reminder:

- i. Updated Outcomes (Placement) Data due to Kelly Rapp by 1/31
- ii. Reach out to Presidential Scholars via email (list distributed 1/26)
- iii. Code SP21 Per course applicants "Not Hired" or "Per Course Not Needed" by 1/31
- iv. Space still available for Feb 11 Scholarly Writing Workshop (see attachment with 1/14 CLT Agenda)
- v. Blackboard storage reduction initiative will be announced very soon.
- vi. **IDEA Survey for Deans and Department Heads** - available January 24 - February 14, 2021.

##### b. Announcements:

- i. Provost Appointed Committee will be revisiting modality options and definitions
- ii. No new videos should be added to Blackboard, faculty need to migrate to MS Stream
- iii. The Provost reviewed SU20 expenses vis-à-vis budgets and has allocated additional funds to Colleges for SU21 courses
- iv. GEP101 for FA21 will be delivered first block (8 weeks, meeting two days per week for 50 minutes), encourage interested faculty to [apply](#) by Wednesday, March 10, 2021.
  - a) College Sections as well as First Gen College Sections will again be utilized
  - b) Plan is to register students in sections prior to SOAR
  - c) A Title III Grant will result in MSU hiring Success Coaches (whom GEP101 Instructors can contact if they have student concerns)
- v. Admissions is developing a plan for Yield and Retention calling campaigns which is expected to involve College level calling (more to come).
- vi. T&P decision letters will be delivered the week prior to Spring Break.
- vii. Five Commencements will be held Thursday, May 13, and Friday May 14
  - a) COB UG 2:00 pm Thursday, May 13 (see Discussion Item below)
  - b) COB GR 5:00 pm Friday, May 14
- viii. **COVID-19 Update – David Hall should have more information in the coming weeks.**
  - a) New Positive Cases – Last three weeks – 70, 60, 20
  - b) Symptomatic Positivity Rate – Last three weeks – 14.6%, 12.2% and 8.3%
  - c) Surveillance/Asymptomatic Rate – Last three weeks – 1.3%, 0.0%, 2.4%
  - d) Number of Courses Moved to Alternative Delivery – Last two weeks – 8, 12
  - e) Change in Greene County daily cases last three weeks – **+22%**, **-35%**, **-27%**
  - f) COVID Vaccines – 1,294 doses administered by Magers Health & Wellness Center

- g) State has formalized a plan for distributing approximately 75K doses per week
  - a. 40K to 8 State mass vaccinations sites
  - b. 17K to Regional mass distribution sites
  - c. 6K to Federally sponsored health clinics
  - d. 6K to Local public health
  - e. 6K to Other Community Providers
- ix. **Zoom Training Dates** - Sessions will include overview of meeting settings, best practices for saving recorded sessions, participant management during a meeting, screen sharing, managing the chat panel, and how to use Breakout Rooms for active learning.
  - a) February 2 (Tuesday) 9:30 am – 10:30 am
  - b) February 4 (Thursday) 6:00 pm – 7:00 pm
  - c) February 10 (Wednesday) 3:00 pm – 4:00 pm
  - d) February 17 (Wednesday) 10:00 am – 11:00 am
  - e) February 26 (Friday) 11:00 am – 12:00 pm
  - f) March 1 (Monday) 10:00 am – 11:00 am
  - g) March 6 (Saturday) 10:00 am – 11:00 am
  - h) March 9 (Tuesday) 2:30 pm – 3:30 pm

All these events will be held virtually and information on registration is in Inside Missouri State, the university calendar, and My Learning Connection.

- x. Online Course Development Boot Camp – Virtual delivery May 17<sup>th</sup> to May 28<sup>th</sup> from 10:00 a.m. to 12:00 pm
  - a) Register via MyLearning Connection
  - b) Contact Nancy Gordon if you want to reserve a seat for a faculty member
- c. Discussion
  - i. Facing Racism Training for DHs, Associate Deans, and other Academic Leaders (Viable Dates for all COB participants – February 19, March 5, March 26, April 9, April 23, May 7, May 21) – **CLT is tentatively scheduled to complete the Facing Racism Training on May 7<sup>th</sup>, organizers will send an Outlook Invitation.**
  - ii. SU20 Schedules – **DHs asked to review SU19 enrollments and adjust offerings as needed. Per earlier discussion, the Provost has provided some additional funding if there is student demand and faculty availability for additional courses.**
  - iii. Course Modality Implementation –**Kent needs assistance to figure out how many different modality options (and how they're coded) that we have going on that aren't in our standard modality mix. Traditional, blended, CNET, synchronous/asynchronous Zoom? What are the benefits of each one? What are the blended and Zoom options benefiting our faculty and students? Where are we headed post-COVID? Please send thoughts and ideas to Kent.**
  - iv. Rescheduling COB Finals (for courses with SR) the afternoon of Thursday, May 13<sup>th</sup> – **With COB Commencement planned for the afternoon of Thursday, May 13 alternative times to complete finals will be needed for graduating seniors scheduled for COB and nonCOB final exams. Kent and/or Department Heads will identify Thursday afternoon finals and work with those faculty to accommodate graduating seniors.**

- v. FA21 Course Schedules – There was a COVID Meeting yesterday morning – Our projections and assumptions for Fall were revisited and the general expectation is for colleges to offer more seated/traditional and blended courses.
  - a) Adjust conservative assumptions to reflect improving conditions (i.e., less online, more seated, and blended)
  - b) Do not expect full return to pre-COVID modality percentages
  - c) ADA Accommodations will likely be revisited (reapply) in July/Aug – Students/employees getting vaccines may no longer qualify for ADA Accommodations. Do not schedule faculty who currently have an ADA accommodation (to teach online) for seated or blended classes until they request these modalities.
  - d) Offer multiple modalities for multi-section classes
  - e) More critical to have seated classes for LD classes, especially GEN ED
  - f) If conditions do not improve or worsen, modalities will be adjusted over the summer
  - g) Colleges/Departments with online programs are expected to have a higher pct of online courses – Look at where you are and where you could be. Increase/decrease where necessary.

## II. Associate Dean Topics

### a. Dr. Rozell

- i. Tutoring lab report Fall 2020 – All tutoring was online. Worked through BearCLAWS so there were no drop-in hours. Only 30 tutoring appointments were made last semester versus 100+ from Fall 2019. There were 22 unique student situations presented. QBA 237 only had 2 appointments. QBA 337 had only 1 appointment. ACC 201 – 8 appointments. Kim reported that SOA student's main complaint was that they had too short of a window to request an appointment for current homework. Dr. Rozell invited suggestions or recommendations.
- ii. Kate Haring's new role – Kate will now be the Coordinator for COB GEP101 sections in addition to her current role/duties. Her focus will be on recruiting and retaining instructors for teaching GEP101. She will also oversee the curriculum and core structure for the business component of the course. She will be the support and resource person. Dr. Rozell invited suggestions or recommendations to strengthen GEP101.
- iii. T & P Guideline revision schedule – Accounting's guidelines were last revised in 2017, so a committee will be convened to review/revise.
- iv. GPO Advisor position – Position will be posted again next week. We want to attract a good quality pool of applicants. If you know of anyone that you think would be great at this position, please encourage him/her to apply. Applicants must have a master's degree but does not have to be business related.
- v. LRP Steering Committee update – The Committee is trending towards being bolder in their approach. Faculty roles are being seriously discussed. The committee is strongly contemplating changing the model from the standard 40-40-20. They are going to seek campus-wide input on this topic. Dr. Rozell agrees that it is time for a change. Other CLT Members agree.
- vi. Summer teaching evaluations – The Dean indicated that summer teaching evaluations should be included in annual reports/reviews. .
- vii. Faculty group to review teaching evaluation instrument – Dr. Rozell will form a committee in the fall to review/revise the existing teaching evaluation. Changes would not be implemented until AY22/23.

b. Dr. Ragan

- i. Remunerated Outside Activity Reports due to Kent by March 3 – **DH's should send out a reminder to their faculty.**
- ii. China Campus FA21 – two weeks in August via Zoom (faculty will not travel – T.A.s might) -
- iii. Distance Learning Committee: G. Tapis, Hoelscher, Brattin, Adler, Hermans, Roberts, Buyurgan – **The committee convenes for the first time tomorrow -1:00 pm. The committee will initially focus on policies and procedures.**

**BAC:** 4 BAC advisors were nominated for Campus Excellence in Advising Award.

**FGB:**

**ITC:** NCCIT is not going to do their competition. Cyber Defense national competition will combine Cybersecurity and NCCIT this year.

**MFD:** Tomorrow meeting with Art Dept. to help them with the accrediting process.

**MKT:**

**MARCOM:**

**MGT:** Faculty search is ongoing.

**SOA:** New admin started this week. Virtual advisory board on Friday went very well.

**TCM:**

**Mark Your Calendars**

Feb 1, 2021 – Annual Evaluation Info/Summer Research Grants/Faculty Awards/FQ Forms  
Deadline

Feb 5, 2021 – 3MT Competition in McQueary Hall @ 5:00pm

May 1, 2021 – Frank Einhellig Graduate Interdisciplinary Forum

Sept 8, 2021 – Accounting Career Fair - University Plaza Hotel

Sept 14, 2021 – COB Career Fair – EXPO Center

Sept 15, 2021 – Day after Interviews – EXPO Center

Sept 15, 2021 – TCM Career Fair – University Plaza Convention Center