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COB LEADERSHIP TEAM (CLT)
Thursday, March 3, 2016
1:00 – 2:30 pm, Glass 115
AGENDA

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In attendance: *Stephanie Bryant, Neil Callahan, Barry Cobb, Ron Coulter, Sandy Culver, Kate Mendenhall, Kent Ragan, Randy Sexton, Dick Williams*
Absent: *Dave Meinert, Libby Rozell*
Guest: *Elizabeth A. Dudash-Buskirk, Ph.D*
Recorded by: *Sherri Cornelius*

1. Elizabeth A. Dudash-Buskirk, Ph.D. Associate Professor, Socio-Political Communication and Fellow for Public Affairs for 2015-2016 promoted upcoming Public Affairs Conference

2. Dean Bryant's updates   *Stephanie Bryant*

   a. Annual Evaluations
      i. Faculty – **due 04/01** (to Dean)
         1. If there are any non-reappointments of 3+ year faculty– **due 4/8** (to Provost)

   b. Tenure and Promotion
      i. Annual Progress Toward Tenure and Promotion reviews **due 04/29** (to Dean)

   c. Spring Awards (4/28 – 4/29 – all come events)
      i. Departmental Awards
         1. DH nominations for Delp and Cheek awards, and decisions on all departmental awards due today
      ii. Golden Bear Award
         1. Send nominations to Dean
         2. Dean will make final decision
      iii. Sandy will provide a list of graduating students from SU15 and FA15 and SP16, for selection of student to carry COB banner

   d. Commencement – COB alone
      i. May 13 1:30 p.m. – 4:00 p.m.
      ii. Commencement (2-3 minute speech) student speaker
         1. Send nominations to Dean
         2. Students nominees present to university committee

   e. Online classes and quality control
      i. DHs should be involved – know what faculty are doing in online classes.
      ii. COB policy is to have DHs added as a class member, so they can

check in whenever they want to; DHs should be monitoring quality of interaction and engagement

   iii. Cross-listed classes may not be getting evaluated

  f. Internal controls "At a Glance"
    i. Went through document
    ii. Dean will forward document to admins; DH will explain it to their admin
    iii. Under "options for approving requisitions"
      1. Choose "next approver" option rather than "all requisitions which I can approve" option
      2. Kate M. will contact Isaac so DHs will have access to "in-process" statements
    iv. When reserving a hotel room, a Credit Card Authorization form needs to be completed well in advance and faxed to hotel. Each hotel brand tends to have their own form.

  g. IDEA survey
    i. Dean will send each DH the link to his individual survey results

  h. Strategic planning
    i. DHs should talk to Dean about how you would like her involved, during, their Dept. Advisory Council meetings, to cover Strategic Planning

  i. Gainful employment
    i. The Federal government is starting a push to ensure that higher education institutions are helping students become gainfully employed
      1. The will begin the process by focusing on certificate programs
      2. There will be new requirements beginning January 1, 2017.
        a. We will be asked to provide info related to Debt/Earnings Ratio
          i. Should be less than 8% of total earning or 20% or less than discretionary earnings
      3. Much more to come on this. We do not have sufficient instructions or understanding at the university level yet. They are working on this. Stay tuned.

  j. Fall 2016 event dates

Fall 2016 Major COB Event Dates	
SOA Career Fair	Sept 7 (*Wednesday*)
COB Career Fair	Sept 20 (*Tuesday*)
SOA Scholarship Banquet	Sept 22 (*Thursday*)
EAC Reception/Dinner	October 6 (*Thursday*)
EAC Meeting	October 7 (*Friday*)
COB Scholarship Banquet	November 4 (*Friday*)

<u>**MARK YOUR CALENDARS**</u>

Apr 14   **All Come** - Public Affairs Hall of Fame Induction – White River Conference Ctr.

Apr 28   **All Come** - Spring Awards, EAC Reception, BGS Ceremony – White River Conference Ctr

Apr 29   **All Come** – EAC Breakfast/Meeting – Vandivort Hotel

May 5   **All Come** - Faculty Recognition Reception – 3:00 p.m. – 5:00 p.m. PSU Ballroom

Travel and Vacation Notes

Mar 3 (pm)-4	Dr. Rozell out – vacation
Mar 7 - 11	Dr. Cobb out – vacation
Mar 7 – 11	Dr. Williams out – vacation
Mar 7 – 9	Dr. Ragan out – vacation
Mar 10 – 11	Dr. Callahan out - vacation