

COBA LEADERSHIP TEAM MINUTES

September 23, 2016

Present: Gloria Buchanan, Mark Frank, Kurt Jesswein, Gerald Kohers, Philip Morris, Mitchell Muehsam, Valerie Muehsam and Joey Robertson.

1. Approval of Minutes. Curriculum minutes were approved. Leadership Team minutes from August 26, 2016 were revised and approved.
2. Curriculum Report. The curriculum report has been submitted. The chairs will need to review the catalog for any corrections. It will go live around March 1st for AY 2017- 18.
3. Learning Retreat. The learning retreat is Friday, October 7, 2016. Topics for the retreat include using the document camera, Business Week, WRDS, and the PACE Center. The Dean will email the faculty to remind them about the retreat.
4. Academic Affairs Retreat. The Academic Affairs Retreat is scheduled for September 28, 2016.
 - a. Duties of departmental chairs. The Dean asked the chairs to give him a list of their duties. The chair's position has become more complex over the years. The Dean would like to address chair workload at the retreat.
 - b. Philosophical direction. The Dean would like have a philosophical discussion on who the college is and what it wants to be. This would include what types of programs the college should offer.
5. SAM Center Advising. The Sam Center is moving towards hiring professional staff to advise students.
6. Instructional Designer. The Dean is going to visit with Ruth Chisum and Bill Angrove to see about hiring an additional instructional designer.
7. Add/Drop Process. The add/drop form is processed electronically now. The form is sent from the student to the professor to approve or deny, and the chair receives a read-only copy. In future semesters, the add/drop form will go directly to the chair with the faculty member receiving the read-only copy.
8. IDEA. There will be training for IDEA. It is still unknown if summer IDEA scores will be used for faculty evaluations. The Dean will talk to Somer about certain IDEA information not appearing for Accounting.
9. Dean's Advisory Council. The Dean's Advisory Council will meet twice this semester and once next semester to provide input to the Dean.
10. Miscellaneous.
 - a. Master Syllabus Template. Dr. Jesswein will work on a master syllabus template and bring to the next meeting. Every course will need to have a revised master syllabus.
 - b. Copiers. Academic units may purchase copiers with HEAF funds. The Dean asked the chairs to let Gloria Buchanan know if they will need a copier for their department.
 - c. EAB. There will be EAB training for the Dean and Associate Deans.
 - d. Travel. Faculty and staff will not be required to turn in meal receipts. They will need to turn in a log of actual meal expenses.