

COBA LEADERSHIP TEAM MINUTES

February 17, 2017

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

1. IDEA. The Dean asked the Chairs to send their CIP codes to Dr. Jesswein. In the future, the CIP codes used for identifying the comparison group (e.g., Accounting, Finance, etc.) for IDEA purposes will be aligned with the CIP code used for formula funding purposes. The Chairs are reviewing the codes for accuracy.
2. FES. Initial reviews from each department are targeted to be completed by March 1st. For consistency purposes, the Chairs will use the IDEA database scores for both spring 2016 and fall 2016.
3. Summer Research Grants. The Dean will send out an email to remind faculty about the Summer Research Grants. Proposals are due the second Friday in March.
4. Office assignments/Tutoring Lab. The Dean asked the Chairs to think about how best to utilize the new office space made available by converting rooms 206 and 208 into offices.
5. CAD item.
 - a. Academic Credit for Work. The Leadership Team had a discussion on the policy. Currently there is not a procedure in place to provide academic credit for work.
6. Miscellaneous.
 - a. Emeritus Policy. The Dean asked the Leadership Team to think about who should receive Emeritus status. CAD will be reviewing the policy at their next meeting.
 - b. Emails to Prospective Students. Emails are being generated and sent to prospective students. The college is going to create a college wide email so prospective students' general questions can be answered.