

COBA LEADERSHIP TEAM MINUTES

March 24, 2017

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

1. Approval of Minutes. The minutes from March 3rd and March 22nd were modified and approved.
2. SWOT Analysis. The Dean met with Vic Sower and Karen Sherrill. They want to meet with each of the chairs individually. They also want to meet with the COBA Advisory Council, entering freshmen, and graduating seniors. The Leadership agreed that they are willing to implement a new idea before the new strategic plan is in effect.
3. Updates.
 - a. Graduate Scholarships. There is \$50,000 available for scholarships for new graduate students taking online courses. Mr. Thaler and Dr. Jesswein developed a scholarship application form.
 - b. Master Syllabi. Master Syllabi are due by the end of the spring semester.
 - c. CampusLabs (2015-16 MAT/GAT Assessments). Dr. Jesswein reminded the Leadership Team to enter their information in CampusLabs.
 - d. CAT Exams. The CAT Exams will need to be conducted by the end of the spring semester for 250 students.
 - e. Long-term Scheduling (TWC and Online). The college needs to come up with a philosophy for scheduling online, daytime classes (TWC) and night classes (TWC). A student should be able to complete any BBA degree offered at TWC within three years after finishing their associate's degree.
 - f. Future Classroom Scheduling (SUE Scores and Room Allocations). The Leadership Team agreed to use 108 as a tutoring lab for the 2017-18 academic year.
 - g. Office Assignments (206, 208, 309). Dr. Kohers and Dr. Frank will need to let the Dean know who wants to move into 206 and 208. Mike Power and Steven Turner will move into 206 and 208.
4. Miscellaneous.
 - a. Summer Research Grants. The Dean will notify faculty receiving summer research grants by April 15, 2017.
 - b. Academic Dishonesty. The Dean will check with the system counsel on what the college is allowed to do in regards of keeping track of students that cheat.
 - c. Graduate Faculty Travel Funds. Ms. Buchanan reminded the Chairs to use the remainder of their graduate faculty travel funds before the fiscal year ends.
 - d. E-Textbooks. The Dean will check with DELTA in regards to E-textbooks.
 - e. Power outage. COBA will serve as a beta-test in regards to emergency lighting for the bathrooms.