

## COBA LEADERSHIP TEAM MINUTES

March 23, 2018

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

1. Approval of Minutes. The minutes were modified and approved.
2. Budget initiatives update. The Dean discussed the recent budget initiative meeting with the Provost and Vice President for Finance.
3. Summer Research Grants. The deadline has been extended to Monday, March 26, 2018. The Chairs will notify their faculty of the extension.
4. SA/PA/SP/IP standards. Will discuss at the next meeting. Dr. Jesswein will electronically distribute the current draft to the chairs.
5. President's Cabinet/CAD meeting. The Dean will give a presentation at the President's Cabinet/CAD meeting next week. He asked the Leadership Team to send him some bragging points.
6. CAD Items.
  - a. Policy reviews. CAD will be reviewing the following policies during the summer.
    - i. Workload
    - ii. FES
    - iii. Post-tenure review
  - b. Evaluation of college's effort to promote effective writing. The colleges will have to provide a report to the Provost this summer evaluating the effectiveness of the college's efforts to promote writing skills.
  - c. Study abroad. The Dean asked the Chairs to ensure contact hours are being met for study abroad courses.
  - d. Testing pedagogy. The Dean asked the Chairs to find out what percentage of faculty are using only multiple choice for grading their classes.
  - e. Late adds. Will be discussed at the next meeting.
7. Miscellaneous.
  - a. Hybrid courses. The Leadership Team discussed hybrid courses. Dr. Valerie Muehsam will check with the Registrar's Office to see what information can be entered into notes for a course.
  - b. It was requested that the Dean address the faculty to provide detail on the FES process, specifically FES 3.