

COBA LEADERSHIP TEAM MINUTES

May 4, 2018

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

1. Approval of Minutes. The minutes were modified and approved.
2. SA/PA/SP/IP Standards. The matrix was emailed to the Leadership Team for their review.
3. Summer Research Grants. The Leadership Team reviewed and ranked the Summer Research Grants. The Dean will send out an email to the faculty that were awarded grants.
4. Office Space. The Dean asked the Chairs to let him know who will be in each office in the fall. He will email them the form.
5. Chair Evaluations. The Dean will come up with questions for the chair evaluations and send out to the faculty.
6. CAD/CAAD Items.
 - a. Summer liaison for ORSP. ORSP would like to have a liaison for each college to work with faculty to come up with a catalog of research areas.
 - b. Suspension/probation/dropping of schedules. There is a new timeline for dropping schedules for students on suspension and probation. Students on probation must have their schedule reviewed by the SAM Center. Students on suspension must be readmitted and advised by their Academic Dean.
 - c. Contract salary back-up sheet. The contract back-up sheet will no longer be provided with the faculty contract.
 - d. Faculty responsibilities and expectations. A committee from CAD is going to come up with a list of faculty responsibilities and expectations. The Leadership Team discussed what responsibilities and expectations should be on the list.
7. Miscellaneous.
 - a. Graduate Survey. The Dean is sending out a survey to graduates. Three questions have been added about employment.
 - b. Summer Availability. Ms. Buchanan asked the Leadership Team to send her dates they would not be available during the summer.