

COBA LEADERSHIP TEAM MINUTES

May 21, 2018

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

1. Approval of Minutes. The minutes were modified and approved.
2. Freshmen Orientation Dates. The Dean provided a list of Freshmen Orientation Dates to the Leadership Team. Meet the Dean is scheduled on the second day of each orientation from 8:50am to 9:20am.
3. COBA Advisory Council Update. The COBA Advisory Council recommended that upper level face-to-face courses should bring in a speaker once a semester. This will be a topic to discuss during the summer strategic planning meeting.
4. COBA Strategic Planning. The Dean asked the Leadership Team to think about one to three big goals for the next five years.
5. CAD/CAAD Items.
 - a. Non-tenure track faculty titles. CAD is creating new titles for non-tenure track faculty that are more appropriate for their responsibilities. The list of new titles has not been finalized yet.
 - b. Faculty workload policy. A CAD sub-committee is working on the faculty workload policy. Each dean will submit a few paragraphs in regards to their respective college.
 - c. Faculty responsibilities and expectations. The dean shared a draft of faculty responsibilities and expectations with the Leadership Team. The dean will email the draft to the chairs for their review.
 - d. Online certification and training. There will be online training for faculty during the summer. More time options may be added in the summer and long semester. The goal is to get everyone certified.
 - e. Graduate faculty nominations. Graduate faculty nominations may stop at the deans' level.
6. Miscellaneous.
 - a. Grades. Two faculty members heard from students about an unexpected grade (an "IP" and "Q"). The faculty member did not submit these particular grades and the question was raised as to how those grades ended up on the students' record. The dean will talk to the provost about these grades.
 - b. Chair/Dean Meeting. The dean asked the chairs to schedule a meeting with him this week to go over faculty input on chair performance.
 - c. Summer Leadership Team Dates. Meeting dates will be scheduled for the summer.