

# COBA LEADERSHIP TEAM MINUTES

Wednesday, October 24, 2019

Present: Kristina Grimes, Kurt Jesswein, Gerald Kohers, Philip Morris, Mitchell Muehsam, and Joey Robertson.

Guest: Somer Franklin (Catalog)

1. Approval of minutes. Minutes were modified and approved for October 2<sup>nd</sup> Leadership Team Meeting and COBA Curriculum Meeting held on September 12th.
2. Catalog.
  - a. Marketable Skills. Somer Franklin went over examples of terminology and layout for college and departmental pages. A new item is the requirement that each department will create a page identifying marketable skills for each specific major. A discussion was held as to level of uniformity across the pages.
  - b. Transfer Articulation. Catalog software is being used to review and modify Transfer Articulation pages. The Dean will update equivalency pages for accuracy and submit for review by December 13, 2019.
3. Saturday @Sam. Saturday @Sam will be November 9<sup>th</sup>. Dr. Philip Morris will conduct the Academic overview session. Chairs confirmed coverage for all breakout sessions.
4. University Reorganization.
  - a. Staff Changes. Julie Campbell will remain with COBA. Gloria Buchanan has now officially transferred to the Budget Office although she will remain housed in her current office until her new office situation is finalized.
  - b. Business Center. The Dean gave an update from his meeting with Tessy Rappy and Lenora Chapman (from Finance & Operations). The specific duties for the new Business Center are still evolving and the chairs were asked to submit suggestions on tasks that are currently completed by their assistants that the Business Center may be able to complete.
  - c. Reports. A discussion was held regarding the types of reports that would be most helpful to the chairs. Travel and budgeting reports were suggested. A meeting with the travel and budgeting offices will be scheduled to request specific reports and to provide the concerns of the (lack of) reimbursement approvals by Chairs.
5. Hall of Honor. The event is on October 25, 2019. There are three honorees. (One honoree had to withdraw.)
6. Mission. The Dean presented a new Mission Statement developed and recommended at the most recent COBA Roundtable. All Chairs present approved.
7. CAD/AALT Items.

- a. Scholarship. The new scholarship deadline for continuing student scholarships is February 15, 2020. The scholarship deadlines for entering freshman and transfer students will remain December 15, 2019.
- b. Strategic Scheduling. A Strategic Scheduling team is being formed university wide. Scheduling may be done a year in advance and Chairs will have control of who teaches which courses and at what times. The process encourages scheduling sections across various times/days.
- c. Improving SUE scores. Options for improving building SUE scores include taking down classrooms, scheduling more face-to-face classes, and/or reviewing the hours per week individual rooms are being used (and making appropriate adjustments).

8. Miscellaneous. Summer Research Grant submissions are due November 1<sup>st</sup>.