

# COBA LEADERSHIP TEAM MINUTES

Thursday, March 26, 2020

Present: Mark Frank, Kristina Grimes, Kurt Jesswein, Gerald Kohers, Philip Morris, Mitchell Muehsam, Fawzi Noman, Joey Robertson and Shani Robinson. (Virtual Meeting)

1. Approval of minutes. Minutes were modified and approved.
  
2. CAD/AALT.
  - a. Academic Success Center Initiative - The Academic Success Center will be reaching out to students that have not yet engaged in remote learning. Dr. Robinson added that the faculty she has been in contact with have stated they have 80% to 90% participation in most of their classes. The Dean asked Chairs to reach out to their faculty to get an idea of what the participation is in their classes and send an email to him by March 30<sup>th</sup> with this information.
  - b. Walk-In Traffic– Staff manning the offices during the COVID-19 pandemic have been asked to track any walk-in traffic and send the numbers to Dr. Robinson at the end of each week.
  - c. FES/IDEA – IDEA will not be used during the spring 20 semester. Another survey will be sent out to students but will not be used for FES promotion and tenure purposes. The Leadership Team discussed how this might affect different faculty members. The Dean will send out an email to the faculty regarding these changes and inform them that no decision regarding merit has been made as of now. The Dean also asked that the Chairs complete their FES reviews in the next two weeks if they have not done so already.
  - d. Tolling Tenure – The University will give faculty the option to not count this year towards their tenure review. The Leadership Team discussed how this may affect promotion and tenure going forward.
  - e. Contingency Plans
    - a. Course Coverage - The Leadership Team discussed options to cover courses if a faculty member becomes ill and is unable to complete teaching the remainder of the semester. All of the Chairs agreed that it will depend on the course. Dr. Morris brought to the team’s attention there is no university policy in place to address these situations. The Dean asked that they keep a list of lessons learned through this difficult time, and he will share these with the Provost and advocate having the university create a policy for the future.
    - b. Admin. Responsibilities – The Dean asked for possibilities of coverage for a department offices if one of the chairs become ill. The team discussed different options for each office and all agreed we would make it work.
  
3. Fall Schedule. The Dean informed the Leadership Team that Gloria Buchanan (Budget Office) had mentioned the possibility of the empty salary lines being swept. The team discussed how this would affect the schedule and if we will still have money to cover necessary overloads. The Dean and Associate Deans will go over the schedule to see what each department’s schedule would be if only using the current faculty. The Dean also asked Kristina to create an outline of faculty salaries and budget for him by Tuesday, March 31<sup>st</sup>. The Leadership Team will go over the information at a future meeting to have a better overview of where the college would stand.
  
4. Spring Schedule. The Dean and Dr. Jesswein discussed their meetings regarding the spring schedule. Dr. Jesswein attended the Associate Dean’s meeting were they discussed the new

process for building the spring schedule and the Dean had a meeting with Brian Loft to go over his concerns. The Chairs expressed concern with making a schedule with limited information that is available by the originally scheduled deadline for submitting the schedule. Dr. Loft offered COBA an extended deadline of June 1, 2020 to complete the spring '21 schedule.

5. Miscellaneous.

- a. Pass/Fail – The Dean polled the Leadership Team for their opinion of the Pass/Fail option. The entire team agreed that they would be against implementing a pass/fail grading system at this time.
- b. Veteran Concerns – Dr. Kohers has a student who receives funding for classes through the VA and has expressed concern that he will need to take a face-to-face class to continue receiving full aid. If summer classes are converted to entirely online the student will need a memo from the college to request special consideration to be an online student. The Dean agreed that we could provide a memo, if necessary.