

# COBA LEADERSHIP TEAM MINUTES

Thursday, August 20, 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 for August 5th were modified and approved.
2. CAD Updates. Spring Schedules and Hybrid Models - A survey will be sent to the faculty by Academic Affairs requesting input on their experiences with the various hybrid models during the fall as part of the planning for hybrid modules to be used in the spring. The Leadership Team discussed how COBA can maximize building usage by rethinking the spring schedule and considering all hybrid models.
3. Fall 2020. Issues and Challenges - The Dean asked for the Chairs to think of ways to help our student organizations with recruitment and keeping them engaged. He will revisit this again in a future meeting.
4. Open Positions/Postings and Positions. The Dean requested that each Chair consider faculty lines they would like posted in fall 2021. He would like to go to the Provost with requests for posting positions.
5. Faculty Committees. The Dean asked for an update on the faculty committees that were created for the interdepartmental major program reviews. The Chairs expressed concerns with continuing the review process during the first few weeks of the semester. Delaying this process until later in the semester was discussed.
6. Writing Initiative. The Dean discussed the growing demand in the writing initiative and the possibility of hiring another person (staff or grad assistant) to help with grading. Dr. Robertson asked that the Dean meet with BComm faculty to discuss what the greatest needs are at this time.
7. Substitutions/Use of Electronic Forms.
  - a. Acceptable Substitutions – The list of acceptable substitutions is being updated and will be sent to the Sam Center advisors.
  - b. Electronic Forms – The process for using electronic forms was discussed. How to streamline this process with the Sam Center will be revisited for suggestions.
8. Miscellaneous.
  - a. SHB Rooms – The requirement for social distancing may impact class capacities in the spring. The Chairs and Fawzi have done a great job modifying the fall schedule working within the current capacity/density guidelines.
  - b. DLF – The Leadership Team may need to revisit allocations for DLF. The COBA DLF fund balance may be larger than originally projected.
  - c. President Meeting – President White will spend two hours with COBA Leadership on September 18<sup>th</sup>. The Dean will plan the agenda for the meeting. Everyone agreed if there is a face-to-face meeting for the entire Leadership Team, we will use room 106.
  - d. Auditing Course – COBA will not allow students to audit courses during the fall 2020 semester.