

COBA LEADERSHIP TEAM MINUTES

Thursday, September 3, 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 20th were approved.
2. CAD Updates.
 - a. Spring 2021 Schedule – The Dean discussed schedule options that need to be both structured and flexible. The Leadership Team agreed that our current model is still the best option and the most effective way, while staying within the university guidelines. The spring schedule needs to be in place by September 28th. The Dean also shared other comments from the Provost and several VPs.
 - i. Dr. Eglsaer – Reiterated that our primary focus is helping our students learn. His concerns remain freshman retention and senior graduation.
 - ii. Dr. Angrove – Discussed the idea of changing all campus classrooms to a single controller for technology and the possibility of assigning a specific IT employee to each college.
 - iii. Dr. Loft – Discussed the possibility of using the LSC ballroom for large classes in the spring.
 - b. Student Isolation/Quarantine - It is the student's responsibility to report a positive test to the Health Center and to also inform their professors. Faculty should not be asking for documentation from students and should take the student's word.
3. Faculty Committees. The Leadership Team reviewed the members for each committee and agreed each committee will choose a chair from its members. The Dean reviewed the databases created by student workers to help in the review process. The deadline for committees to complete their review has been extended until November 16, 2020.
4. Dashboards/Surveys – The Dean will email dashboard/survey results to the Chairs for their review and for discussion in a future meeting.
5. Short-term and Long-term Scheduling Issues.
 - a. Spring Grad Schedule – Due to larger enrollment in the fall we may need to add four additional classes for spring to reduce the large average class size. The Chairs will work with Mr. Thaler to see where the need is greatest.
 - b. 7A/7B Classes Fall 2021 – The fall 21 schedule will be built in October. The 7A/7B classes have been tentatively built for review. The Dean will request that schedules be completed in December for the Chairs to review and discuss in January.
6. Miscellaneous.
 - a. Level 2 – The university is currently at the lower end of the COVID Campus Response Level 2. This is just a heightened awareness and a reminder to continue our social distancing practices.
 - b. Travel by Air – The CDC has updated their guideline for traveling. The Provost is waiting for the university to review these updates and provide him with any changes.

- c. Room Cleanings – We need come up with a process of letting custodial know when a student has tested positive and the room needs to deep-cleaned.