

COBA LEADERSHIP TEAM MINUTES

Thursday, December 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 November 19th were modified and approved.
2. CAD Updates.
 - a. Cabinet Updates.
 - i. COVID – The positive rate is low on campus.
 - ii. Emergency Management – Heather Thielemann is working on the structure and set-up of a new calendar for tracking on-campus events.
 - iii. UPD – The police department will be moved back under Finance and Operations as of January 1st.
 - iv. Consulting Firm – The President is hiring a consulting firm to do a “best practices” focused analysis of the university. The Dean asked the Chairs to think of what we should discuss, if asked.
 - v. Faculty Fellowships – Dr. Maynard would like the faculty fellowships to continue every year.
 - vi. Chief Diversity Officer – Jeanine Bias has been named the Interim Chief Diversity Officer. A national search will be conducted.
 - b. Provost Search.
 - i. Search – Academic Search will conduct the search for the new provost.
 - ii. Title Change – The word “executive” will be added to the new provost’s title.
 - iii. Search Committee – The President will take nominations for search committee members.
 - iv. Business During Search – The President does not want the university to slow/stop progress while conducting the search. Dr. Maynard has been tasked with addressing several issues.
 - o Diversity and Inclusion – Dr. Maynard will create a task force with Jeanine Bias.
 - o Mini-retreat – Dr. Maynard would like to call a mini-retreat to discuss ideas as we move forward. (The Dean has asked the Chairs to bring any ideas for improvements in Academic Affairs.)
 - c. Spring Schedule Expectations – There are still concerns regarding enrollment. The faculty will be asked to communicate how their course will be offered and stay with that modality the entire semester. President White, Dr. Maynard, and Drew Miller will be meeting with the Faculty Senate to discuss these expectations.
 - d. Spring Attendance Guidelines – The Dean reviewed the guidelines that were created by the Faculty Senate as suggestions for professors to consider placing with their attendance policy on their syllabi. After discussion regarding how this should be sent out to COBA faculty, Dr. Robinson will reach out to the COBA faculty senators to send an email out with this information.
 - e. Fall Schedule Planning – The Provost would like the colleges to build the fall schedule using the social distancing guidelines. It has been mentioned that if there is a vaccine available, we may need to have two schedule options in place. The Dean is pushing to keep our already modified schedule and adjust later if needed.

- f. DPTAC (virtual) Meetings – The idea of using Zoom and utilizing the poll feature was discussed. There will be a need to have a non-member host (suggested it may need to be a staff member) to run the poll and give the results. All individual votes will remain anonymous. The Dean has asked for a demonstration before going to the faculty with this suggestion.
3. AACSB Update.
 - a. Faculty must update Sedona as soon as possible. The Dean asked that the Chairs ensure their department's faculty have a current vita posted.
 - b. The AACSB reports have been started and are being written by the deans.
4. Spring 2021 Faculty/Staff Meeting. The spring faculty/staff meeting will be held on January 11, 2021 from 10:00 to 11:30 am via Zoom.
5. Summer and Fall 2021 Scheduling. Dr. Jesswein asked that Dr. Frank and Dr. Kohers send their department's large room requests as soon as possible so that he will have a better idea of the availability of the Mafrige and Haney auditoriums prior to submitting the college's request (to the Large Classroom Scheduling Committee) to schedule classes in them.
6. Miscellaneous.
 - a. TechSmith – Fawzi is working on getting TechSmith purchased. The requisition is currently in Purchasing for review. Once it is operational an email will go out to the faculty.
 - b. Scholarship Audit – The Office of Internal Audit has requested to sit in on our scholarship committee meetings. The Chairs will respond to Internal Audit with their committee chair's name and notify the committee chair of this request.