

COBA LEADERSHIP TEAM MINUTES

Thursday, February 4, 2021

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 January 7th were modified and approved.
2. President's Cabinet/CAD Retreat. The Dean gave an overview of the topics discussed at the retreat and the President's thoughts for moving forward.
3. Updates.
 - a. Cabinet Updates.
 - i. Events – The approval process for events is changing. The President has moved the approval to the Provost. The Provost has allowed the approval of events to be made by the deans. Once the dean has approved an event it must then go to the Provost's office as an FYI. The deans will now also be responsible for oversight of events held in their buildings.
 - ii. Enrollment Management
 - Graduation Fees – The graduation fee will change to \$50 and the late fee to \$80. This change did not need Board approval and the change will take effect Fall 2021.
 - Student-Centric Registration Model – The system will be tested this month. The impetus is 7a/7b courses and the need to help students qualify for financial aid when there are multiple starting points in the traditional fall/spring semesters.
 - Coverage/Staffing in Offices – Rotating staff members or working remotely is still allowed in our offices. It was stressed that there should always be someone present to help students/parents.
 - International Hires – The process for hiring international faculty has been revised. Departments must check the Department of Labor's Prevailing Wages prior to making an offer. Heather Varela, Human Resources, will be tracking these issues and Julie Schwab will send an updated policy out to dean's offices to distribute.
 - CARES Act II – The dean reviewed distribution plans for the \$28.7 million the university will be receiving from the CARES Act II. He also asked the Leadership Team to identify unfunded costs the college has incurred during COVID for possible reimbursement. The cost data will be sent directly to Dr. Maynard and Dr. Hernandez.
 - b. Vice Provost Report.
 - i. Faculty Searches
 - When interviewing potential new faculty members please be cognizant of the university's COVID-19 workgroup guidelines.
 - ii. Hybrid/Blended Courses
 - The workgroup has been created.
 - Suggested guidelines were reviewed, and the workgroup will come back with suggested reviews in two weeks. The dean asked the chairs to give him suggestion for any changes.

- The goal is to have these guidelines in place by spring 2022.
 - c. Diversity, Equity, and Inclusion.
 - i. Jeanine Bias is serving as Interim Director.
 - ii. Structure.
 - Jeanine Bias will look at the structures at other universities.
 - The Provost and President's offices will have a designated person in place.
 - All colleges will have a designated person (suggested to be an Associate or Assistant Dean). This person may have up to 50% of their workload dedicated to diversity, equity, and inclusion.
 - The Dean posed questions of how the college would make this work and how we might deal with space issues.
4. Coordinated Care network (Jesswein). Dr. Jesswein explained that the Coordinated Care Network was created for students that are having issues. Campus Connect is the portal used to report concerns. He also shared a PowerPoint that may assist with explaining how this process works. The dean's office will draft an email to go out to faculty and staff.
5. Budget.
- a. COBA Initiative Request – The Dean covered the history of new initiative request and the current timeline for the FY22 request. All initiatives from FY21 will be reevaluated for reprioritization.
 - b. DLF – COBA will have more DLF than originally budgeted for FY21. Suggestions on how to spend these funds on distance learning related items were discussed. Fawzi gave an update regarding plans to install new cameras in the auditoriums and classrooms by the end of the summer using DLF.
6. AACSB.
- a. The Dean will confirm dates and times for our visit.
 - b. Faculty information sessions will be scheduled.
7. Scheduling.
- a. Summer Graduate Courses – The graduate program has grown rapidly, and it is projected that we may need an additional four sections for the summer. The chairs will work with Mr. Thaler to see where the demand is greatest.
 - b. Future Classroom Assignments – Departments will have the same room assignments as pre-COVID. Dr. Jesswein will look at room assignments and scheduling to discuss at the next meeting.
8. YouTube Channel and MBASA. The MBA Student Association has proposed writing a contract to maintain the COBA YouTube Channel and create new videos to post on a regular basis. The officers would be compensated using DLF (approximately \$6,000 total) after contracts are in place. The Dean will get more information on what services will be provided and will give an update at the next meeting.
9. Miscellaneous.
- a. Textbook Deadlines – The summer deadline for textbook selections is March 1st and the fall deadline is April 1st.
 - b. Saturday @Sam – Saturday @Sam will be held in person on March 27th. Sessions will be held at the college level.

- c. Emeritus Faculty Office Space – An emeritus faculty member has requested to have office space on campus. The Leadership Team agreed to allow emeritus faculty to use office space, if available.