

# COBA LEADERSHIP TEAM MINUTES

Thursday, October 21, 2021

Present: Mark Frank, Kristina Grimes, Kurt Jesswein, Gerald Kohers, Philip Morris, Mitchell Muehsam, Fawzi Noman, Joey Robertson, Shani Robinson and Aneika Simmons.

1. Approval of Minutes. Minutes for October 7th were modified and approved.
2. CAD Updates. The Leadership Team received the Dean's notes from CAD prior to this meeting.
  - a. Promotion and Tenure Process (APS900417) – The process of notifying candidates through each step was discussed. The suggestion of copying the candidate when a memo is sent forward by the DPTAC, Chair, Dean and Provost to keep them informed of the progress will be presented to the Faculty Senate for approval.
  - b. Strategic Planning Steering Committee Update – The Dean reviewed questions (see below) that may be covered at the meeting on Monday, October 25<sup>th</sup>. He asked the Chairs to send him input for answering these questions by Friday.
    - i. How have the needs and expectations of students, prospective students, and parents changed?
    - ii. What has changed in the workplace of companies and organizations that will hire our graduates? How have their expectations of our grads changed?
    - iii. How has our economy changed and what are economic forecasts telling us?
    - iv. How have expectations of our faculty and staff changed?
    - v. How can we create an aspirational and meaningful shared institutional vision for the future?
    - vi. How can we make Sam Houston State University distinctive? How can we better communicate way we are distinctive?
    - vii. How can we leverage our resources to establish cross institutional priorities, tactical level goals and strategies to meet them?
    - viii. How can we integrate systematic strategic planning and implementation into university operations to meet future needs?
    - ix. How should our strategic plan reflect the university's becoming an official Hispanic Serving Institution in 2023?
  - c. Watermark – The university will be adopting Watermark. An implementation plan and training will be developed. The Dean shared the discussion of possible funding sources.
  - d. TRBs – The bonds for the Allied Health building and the new Instructional building were approved by the Legislature at \$44 million each. The money will go to the System Office for review and allocation.
  - e. DEI Graduate Study (scholarships & terminations) – The Graduate school conducted a study of scholarship recipients and academic terminations. The Dean went over the results presented by Dr. Hendrickson and has requested to see the raw data used. He will share this with the Leadership Team when it is received.
3. President/Provost visit to COBA. The President and Provost will hold an open forum for all COBA faculty, staff, and students on January 28, 2022, from 3 to 4pm. The Dean asked all Chairs to encourage their faculty and staff to attend this event. An email announcement will go out from the Dean's Office next week and a reminder will be given at the January Faculty/Staff meeting.
4. Follow-up Items.

- a. Strategic Plan Metrics – The Dean and Fawzi will work together to create a Qualtrics survey to collect data for the planned metrics.
  - b. Assessment of Written Communication (AWC) - Dr. Jesswein will be collecting writing samples to submit from each of the departments.
5. International Business Major & General Business Administration Major. The Leadership Team discussed follow-up issues on the recommended changes and how to move forward. Creating structure and flexibility for online majors will be part of the discussion.
6. Miscellaneous.
  - a. Review of Draft Emails.
    - i. Research email – An email/survey will go out to COBA faculty to collect information to help improve data collection assisting with research.
    - ii. MBA Networking email – An email will go out to COBA faculty announcing the MBA brunch event to be held at Jasper’s on Sunday, October 24<sup>th</sup>. The MBA Student Association has already sent an announcement to all MBA students.
  - b. Holiday Celebration – COBA is exploring the option of holding our holiday celebration off campus this year. This is still in the planning phase; more details will be given later.
  - c. Leave Report Reminders - The Dean gave an update to the new email reminders that went out to some faculty and staff from the Payroll Office reminding them to submit their leave report. This email is just a reminder. The Dean will reach out to see why this function cannot be turned off in Banner.