

COBA LEADERSHIP TEAM MINUTES

Monday, March 21, 2022

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

1. Chair Evaluations. Chair evaluations surveys went out to the faculty today and are due on Friday. DPTAC chairs will hold meetings leading to a vote to recommend retaining or not retaining the chair.
2. CAD Updates.
 - a. Writing in the Disciplines – The Dean gave an update on the issue. Options are still being looked at on how to move forward.
 - b. Budget Process FY23 – All FY23 budget requests need to be tied to the new strategic plan. The Dean will meet with the Provost and CFO on April 4th to review COBA's needs. The top five initiative requests and top two HEAF requests will be presented in the provided template at the President's Budget Hearings in May.
 - c. Strategic Plan Update – Work groups will be created in April to create objectives and move forward with implementing the new strategic plan.
 - d. Distinguished Staff Awards – New awards for Academic Affairs staff. The nomination deadline is April 15th.
 - e. Telecommuting – Flexibility for telecommuting is being reviewed.
3. COBA Roundtable/DEI SWOT. The upcoming roundtable meeting will be canceled and attendance at the DEI SWOT townhall on March 30 will be encouraged.
4. Textbooks. The deadline for selecting fall textbooks is April 1st. The faculty will receive reminders to have this completed on time.
5. Miscellaneous.
 - a. Overload memos – Overload memos for the fall need to be done before registration opens.
 - b. Blinn visit – The Dean and Kurt will attend the university meeting with representatives at Blinn College in Brenham to encourage transfer enrollment.