

# COBA LEADERSHIP TEAM MINUTES

Thursday, April 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. Minutes. Minutes for April 7<sup>th</sup> were modified and approved.
2. CAD Updates.
  - a. Policy Review –Academic Grievance Procedures for Students (APS 900823) is moving forward for approval with one change. Students will now only be able to grieve the end of the semester grade as opposed to individual assignment grades.
  - b. Strategic Plan Discussion – Goals were presented to CAD. Identifying objectives and KPIs will begin with faculty/staff input. The fall semester will be used to finalize the plan with an October 1<sup>st</sup> deadline.
  - c. Provost Announcements.
    - i. Budget meetings are scheduled for May 2<sup>nd</sup> & 3<sup>rd</sup>.
    - ii. Big four policies are in line for approval.
    - iii. High potential employee survey/nominations deadline is May 18<sup>th</sup>. Nominator and nominee will both have to write a one-page letter.
3. Sam Center Topics.
  - a. One-page Career Sheets – Dr. Robinson will email current sheets to the Chairs for them to make updates and changes.
  - b. TWC Three-year Rotation – Chairs will need to review and update course rotations for the future long-term schedule.
  - c. Timetable for Listing MGMT and FINC as Online Programs – Both disciplines can technically be obtained fully online, but board approval will be required to formalize them as online degree programs.
  - d. List of Fall/Spring/Summer Only Courses – The Sam Center would like an updated list to help with advising students.
  - e. Philosophy on Double-dipping Across Majors – This issue will affect our college more than others because of the business core. The Dean encouraged the Leadership Team to be involved in discussion on this topic across campus.
4. FES Reminder. FES is due to the Dean by next week.
5. Initiative Process. The Dean reviewed the budget presentation and made suggested modifications. The presentation will be submitted to the Budget Office later today.
6. Miscellaneous.
  - a. Faculty & Staff Meeting – There will be a faculty/staff meeting on May 3<sup>rd</sup> at 3:30pm to discuss the Strategic Plan and AACSB Standards updates. A survey to solicit data from the faculty on various metrics developed to support the college’s strategic plan will be sent right after meeting.
  - b. Academic Success Center – Tutoring is going well this semester and COBA tutors are among the top performers. Marketing of this service will be increased.