

# COBA LEADERSHIP TEAM MINUTES

April 11, 2014

Present: Doug Berg, Ed Blackburne, Gloria Buchanan, Kurt Jesswein, Gerald Kohers, Juliana Lilly, Philip Morris, and Mitchell Muehsam and Valerie Muehsam.

1. Approval of Minutes from March 28, 2014. The minutes were modified and approved.
2. Kelley Osborn. Kelley Osborn, Director of Services with Students with Disabilities, met with the Leadership Team to discuss students with disabilities. Students must submit documentation from a licensed physician to receive an accommodation. Student requesting accommodation should meet with their professors. Normal accommodations are recording classroom lectures, PowerPoint copies, and extended test time. If a faculty member has any questions, they are encouraged to contact the Office of Services with Students with Disabilities.
3. Faculty meeting.
  - a. Presentation. The revised mission, vision, and core values will be presented to the faculty. The matrix for faculty qualifications, information about Sedona, and information about next AACSB onsite visit will also be included in the presentation. The dean will email presentation to the Leadership Team next week.
  - b. Professional Development. During the faculty meeting, a list of items the college is doing to help develop students outside the classroom will be presented. The dean will ask Julie and Tiffany to come up with a series of short topics for professional development.
4. FES. The dean asked the chairs to email him times they are available to meet next Thursday or Friday to discuss FES.
5. Online Class Sizes. Will discuss at next meeting.
6. Summer School Budget. There is \$1,050,000 budgeted for summer school. At the last summer retreat, the Leadership Team agreed to subsidize summer school salaries with \$65,000 in distance learning funds; however, there was a total shortfall of \$143,364. A better process to cover summer school shortfall will need to be developed. The average summer class size was 25. There needs to be demand to promise additional sections during the summer. One of COBA's initiatives next year may be to increase the summer school budget.
7. Sedona Training. Dr. Lilly contacted Sedona. They are coming this summer to provide a workshop for the chairs and additional staff members. The Dean asked the Leadership Team to send dates to Dr. Lilly when they are not available this summer.
8. CAD items.
  - a. FES Policy. The faculty senate have been working on changes to the FES policy. The dean asked the chairs to look at it. It will probably come up at their next Council of the Chairs meeting.
9. Miscellaneous.
  - a. Summer Research Grants. The dean will email the Leadership Team a scoring matrix for the research grants.

- b. Printing/Copying at TWC. The college will help pay for coping at TWC.
- c. Founder's Day. All the faculty and staff are invited to attend Founder's Day on April 26, 2014.