COBA LEADERSHIP TEAM MINUTES
October 24, 2014

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

1. Approval of Minutes from October 10, 2014. Minutes were modified and approved.

2. Recruiting.
    a. Saturdays@Sam. Saturday@Sam will be held on Saturday, November 15, 2014. The format has been changed. Instead having one college information session, there will be two college information sessions. This fall, COBA will be keep the same format as in prior years. Also, a college academic fair was added from 11:15am-2:00pm. The dean has volunteered to work the fair.
    b. High School Counselors Event. The dean will be serving on the Dean's panel and attending the luncheon. The dean ask each of the chairs to provide him promotional material for the event.

3. Space Needs. The college is running out of space. Dr. Morris requested that SHB 304 be converted into space for equipment and storage for Accounting.

4. Finance Cognos. Pam, Ann, and Gloria will meet with Jim Gross next week to discuss what types of financial reports are needed for the college.

5. Council of the Chairs. There was a discussion during Council of the Chairs whether they should use the short or long IDEA form for student evaluations, whether to use to raw score or adjusted score, and HB-1 form.

6. CAD Items.
    a. Faculty Lines. The provost is going to allow the colleges to post new faculty positions contingent on funding if there is an area with an urgent need. Currently COBA does not have any urgent needs.

    b. Study Abroad. There is a new policy in regards to Study Abroad. If there is funds left in the study abroad account over a certain amount then those funds are supposed to be refunded back to the students.

7. Miscellaneous.
    a. Master Syllabi. Will be discussed at the next meeting.
    b. Faculty Evaluations. Faculty evaluation forms need to be signed when the chair meets with the faculty member to go over their evaluation.