

# COBA LEADERSHIP TEAM MINUTES

November 4, 2016

Present: Gloria Buchanan, Mark Frank, Kurt Jesswein, Gerald Kohers, Philip Morris, Mitchell Muehsam, Valerie Muehsam and Joey Robertson.

1. Approval of Minutes. The minutes were approved.
2. Conversion to classrooms. Two classrooms (206 and 208) will be converted into eleven offices next summer. The University is going to pay for the renovations. The Dean asked the chairs to think about who should be assigned to these offices.
3. Allocation of classrooms for scheduling. The Dean asked the chairs to work together on the allocation of classrooms for scheduling. The schedules for Summer and Fall 2017 are due the first week in January.
4. Meeting with VP Hernandez. The Dean will be meeting with VP Hernandez on November 21<sup>st</sup> to discuss the needs of the college.
5. Updates/reminders.
  - a. Initiative committees. Each committee has sent an update to Dr. Jesswein and they are all making progress on their initiatives.
  - b. Faculty searches. There are several faculty searches in progress. Accounting has hired two tenure-track faculty and General Business and Finance has hired a lecturer. There are still faculty searches in process for Finance, Business Law, Business Communications, Entrepreneurship, and Human Resources Management.
  - c. IDEA online. The Dean asked the Chairs to remind the faculty to fill out the objectives for their courses.
  - d. Catalog. The deadline for changes to the catalog proposed by the department chairs is December 1<sup>st</sup>.
  - e. Master syllabi. The Dean asked the Chairs to have master syllabi for each course by the end of the spring 2017 semester. The master syllabi must have a course number, course title, course definition, learning objectives, and summary of topics covered. A standard template will be developed.
  - f. AoL. The Dean asked the chairs to remind the MAT and GAT leaders to continue collecting data used in the assessment process.
  - g. McNair Center proposal. The proposal has been forwarded to University Advancement, the President, and Marketing. It is for \$5.5 million dollars for seven years.
6. Miscellaneous.
  - a. GAT for Critical Thinking. A new GAT is needed for Critical Thinking.