COBA LEADERSHIP TEAM MINUTES

September 28, 2017

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

1. Approval of Minutes. Minutes were modified and approved.

2. Recent and Upcoming Events.
    a. Operation: COBA Freshmen. The event was successful. There were about 40-50 students that attended. Many faculty attended the event.
    b. Executive-in-Residence. Approximately 100 students attended the event.
    c. COBA Alumni Networking Reception. The alumni reception was small, but it is growing.
    d. Andy Fastow presentation. The presentation will be held on Tuesday, October 3rd.
    e. Learning Retreat. The Learning Retreat will be held on Friday, October 6th.
    f. COBA Alumni Panel. The panel may be cancelled due to only one alumni signing up for the panel.
    g. New Faculty Orientation. The New Faculty Orientation will be held on Friday, October 13th, from 10am-11:30am. It will be followed by a luncheon. The Dean and Associate Deans will draft an agenda for the orientation and send to the chairs for their review by next Friday.
    h. COBA Hall of Honor. It will be held on Friday, October 27th. The Dean will send out an email to the faculty inviting them. There is only room for 40-50 faculty. It will be on a first come first serve basis.
    i. COBA Roundtable Discussion. It will be held on Tuesday, November 14th. One possible topic is types of recognition.
    j. Dean's Advisory Committee. The meeting will be held on Wednesday, October 25th.

3. CAD /CAAD Items.
    a. Chair training. Mr. Hammonds was asked to come up with a proposal for training new chairs. It will be offered in the spring. At this time, it is not mandatory.
    b. PACE updates. PACE sends out a monthly newsletter offering a series of programs. They also sent out a list of events for fall 2018. Some of the dates are before the semester starts. The events will be voluntary.
    c. Fall 2017 7B-semester update. Classes with zero enrollment were cancelled. A list of 7B courses is on the t-drive.
    d. TWC office space. Priority for office space should be given to faculty teaching at TWC. The Dean is going to draft a memo about TWC office space to the faculty. He will send it to the Leadership Team to review.
    e. MySuccessPlanner. Chairs were asked to identify courses that are predictors of success or failure in their programs. This data will be used by the SAM Center to advise students. Deadline for markers is next Friday.
    f. Campus Labs. The Dean asked the chairs to add their assessment items to Campus Labs. The fall data will be used to write the report.

4. Miscellaneous.
    a. Core Curriculum Assessment. The courses in the core curriculum will need to be assessed as was agreed upon when they became part of the core.
    b. Written Materials by Faculty Members. They are due next week.

c. Faculty/Staff Lounge. The faculty/staff lounge is for faculty/staff only. If someone needs to reserve it for a function, please route the request through the Dean's Office.
d. Pearson Online Products. The Dean will visit with Bill Angrove about Pearson online products.
e. LSC. Please be aware that the LSC may be questionable for events next fall due to renovations.