

# COBA LEADERSHIP TEAM MINUTES

January 3, 2018

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

Guest: Chris Maynard

1. Chris Maynard (Associate Vice Provost). Chris Maynard met and introduced himself to the college's leadership team. Dr. Maynard joined SHSU in Fall 2017 as its new Associate Vice Provost. He informed the college's leadership team of his responsibilities and encouraged them to contact him if they had suggestions for improvements or questions. Dr. Maynard's primary responsibilities are overseeing the universities support centers (e.g., SAM Center, Writing Center, etc.)
2. Approval of Minutes. The minutes were approved.
3. SWOT/Strategic Plan.
  - a. Presentation to Provost Eglsaer. The team was informed about the upcoming meeting between select members of COBA's Advisory Council and the Provost. At the meeting, Dr. Sherrill will present a short version of the SWOT analysis and a case for expanded facilities. Suggestions were made related to the budget analysis in anticipation of questions that might be raised at the upcoming meeting.
  - b. One-page presentation. The President has called for a mini-retreat later in January to include the President's Cabinet and CAD. At the retreat, COBA will present a one-page strategic plan, primarily to determine the viability and format of such plans. COBA is one of three colleges being asked to beta test such a plan.
  - c. Goals. To be discussed at a future meeting.
  - d. Short-term action items
    - i. Teaching Effectiveness Committee (recommended by Dean's Advisory Committee). The team agreed with the recommendation from the Dean's Advisory Committee to reconstitute the college's Teaching Effectiveness Committee. At the 2018 Spring Faculty/Staff meeting, Dean Muehsam will make the announcement and ask those interested in serving on the committee to submit their name to Dr. Valerie Muehsam.
  - e. Long-term action items. To be discussed at a future meeting
4. 2018 Spring Faculty/Staff meeting.
5. Budget To be discussed at a future meeting.
  - a. Summer Research Grants
  - b. Five-year plan
6. IC Committee Recommendations. To be discussed at a future meeting.

7. Academic Affairs Mid-year Leadership Retreat

- a. Winter mini-session. To be discussed at a future meeting
- b. Hybrid courses. The THECB defines a hybrid course as one with more than 50% and not more than 85% of the meetings being held in a non-face-to-face environment. The discussion as to the viability and desirability of hybrid courses was initiated. Discussions will continue. At this time questions as to fees, process, scheduling, among others, still remain.
- c. EAB. To be discussed at a future meeting
- d. Policies
  - i. Faculty Reappointment, Tenure & Promotion. To be discussed at a future meeting
  - ii. Academic Probation, Suspension & Termination. The policy has been changed (effective Fall 2018) for graduate students. A “C” will now trigger a review to determine if a student should be terminated. A second “C” will result in termination.