COBA LEADERSHIP TEAM MINUTES
February 23, 2018

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. **Study Abroad.**
   a. CPOS (Course Program of Study). Students will only be able to receive federal aid for courses in their official course program of study.
   b. Course Substitutions. If a student wants a course substitution for a study abroad course, it must be done before the trip.
   c. Scholarships request for NY Marketing Trip. The Leadership Team agreed to award $250 to each student if the NY Marketing Trip makes.

3. **FES.**
   a. Best practices from tenure portfolios. The Leadership Team discussed best practices for submitting tenure portfolios.
   b. Scoring. The Leadership Team discussed scoring in regards to FES. The chairs and Dean will meet March 5 to discuss preliminary scoring of FES.

4. **AACSB.**
   a. SA/PA/SP/IP standards. To be discussed at a later date.
   b. AoL update. To be discussed at a later date.

5. **SWOT/Strategic plan.**
   a. Goals. To be discussed at a later date.
   b. Short-term action items. To be discussed at a later date.
   c. Long-term action items. To be discussed at a later date.
   d. Soft skills. To be discussed at a later date.

6. **Budget.**
   a. Summer Research Grants. To be discussed at a later date.
   b. Five-year plan. To be discussed at a later date.

7. **Curriculum.**
   a. Submissions. The deadline for submitting proposed changes to the curriculum are due at the University Curriculum Committee by March 19.
   b. Excel skills. To be discussed at a later date.

8. **Summer school.** Summer school schedules should be finalized.

9. **CAD Items.**
   a. Online templates for graduate classes. A common course template will be used for all online graduate school courses.
   b. Initiative funding. To be discussed at a later date.