COBA LEADERSHIP TEAM MINUTES
March 23, 2018

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

1. **Approval of Minutes.** The minutes were modified and approved.

2. **Budget initiatives update.** The Dean discussed the recent budget initiative meeting with the Provost and Vice President for Finance.

3. **Summer Research Grants.** The deadline has been extended to Monday, March 26, 2018. The Chairs will notify their faculty of the extension.

4. **SA/PA/SP/IP standards.** Will discuss at the next meeting. Dr. Jesswein will electronically distribute the current draft to the chairs.

5. **President’s Cabinet/CAD meeting.** The Dean will give a presentation at the President’s Cabinet/CAD meeting next week. He asked the Leadership Team to send him some bragging points.

6. **CAD Items.**
   a. **Policy reviews.** CAD will be reviewing the following policies during the summer.
      i. Workload
      ii. FES
      iii. Post-tenure review
   b. **Evaluation of college’s effort to promote effective writing.** The colleges will have to provide a report to the Provost this summer evaluating the effectiveness of the college’s efforts to promote writing skills.
   c. **Study abroad.** The Dean asked the Chairs to ensure contact hours are being met for study abroad courses.
   d. **Testing pedagogy.** The Dean asked the Chairs to find out what percentage of faculty are using only multiple choice for grading their classes.
   e. **Late adds.** Will be discussed at the next meeting.

7. **Miscellaneous.**
   a. **Hybrid courses.** The Leadership Team discussed hybrid courses. Dr. Valerie Muehsam will check with the Registrar’s Office to see what information can be entered into notes for a course.
   b. It was requested that the Dean address the faculty to provide detail on the FES process, specifically FES 3.