

# COBA LEADERSHIP TEAM MINUTES

Wednesday, February 6, 2019

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

Guest: Rick Thaler

1. Approval of Minutes. The minutes were modified and approved.
2. Overview of CAD Meeting.
  - a. Reporting Structures. Faculty and staff should go through their chair and dean first before requesting assistance from Rhonda Beassie, the Office of General Counsel.
  - b. SHSU Centers. Dr. Carlos Hernandez, VP for Finance and Operations, requested financial data on each of the SHSU Centers. The report is due the first week in March. COBA has two centers: Gib Lewis Center for Business Research and Economic Development and the Center for Innovation and Technology.
  - c. SACSCOC. The onsite visit is scheduled for April 8th-11th. The Dean asked the chairs to make sure their faculty are knowledgeable of the new QEP (active learning).
  - d. Incomplete Graduate Applications. Dr. Hendrickson gave an update on incomplete applications at CAD. Missing transcripts or recommendation letters may be creating bottlenecks in the process. The question was raised about whether COBA requirements were slowing down the process. The college is unable to see what items have been received for applicants in the new admissions software. Mr. Thaler is tracking incomplete graduate applications as well. The Dean would like the Graduate Council to review the graduate application process.
  - e. Scheduling Efficiencies. The Provost asked the Deans to let him know what the colleges are doing in regards to scheduling efficiencies to ensure students have access to the necessary classes.
  - f. One-Page Strategic Plans. The Dean will email the college's one-page strategic plan to the Leadership Team.
  - g. President's Handouts. The Dean will email handouts that the President uses when she speaks to the Legislators.
3. COBA Initiative Requests. The Leadership Team discussed tentative initiatives requests for FY2020. The Dean will present initiative requests at a Budget meeting during the first week in March.
4. Class Schedule.
  - a. Day schedule at TWC, Fall 2019. Multiple classes are being offered at the same time at TWC. The Dean asked the Chairs to meet with Dr. Jesswein to work on the TWC day schedule.
  - b. Long-run TWC and Online Schedule. The long-run TWC and online schedule will need to be updated.
  - c. Coordination with the Sam Center. The Dean asked the Chairs if they would like to meet with the SAM Center advisors once a semester. A meeting with the SAM Center advisors will be scheduled in the next few weeks.
5. Quality ICs.
  - a. Petitioning process. Not addressed.
  - b. Final document. The Dean asked Dr. Jesswein and Dr. Frank to write a final document to share with the faculty.

6. COBA Faculty Qualifications Status. The Dean asked the Chairs to review their faculty credentials and make sure they are up-to-date in Sedona.
7. Strategic Plan. The Dean asked the Leadership Team to come up with action items for the college strategic plan.
8. Summer Research Grants
  - a. Update policy and distribute to faculty. A faculty member that is awarded a summer research grant will be paid 1/12<sup>th</sup> of his or her salary and will be only allowed to teach one course during the summer. The question was raised as to whether we need to review and award grants earlier to align with the summer schedule.
9. Miscellaneous.
  - a. The Leadership Team will invite Provost Eglsaer to participate in a future meeting to address any questions that may exist.
  - b. Open positions. Will discuss at a future meeting.
  - c. Office Space. Will discuss at a future meeting.