

COBA LEADERSHIP TEAM MINUTES

Friday, April 3, 2020

Present: Mark Frank, Kristina Grimes, Kurt Jesswein, Gerald Kohers, Philip Morris, Mitchell Muehsam, Fawzi Noman, Joey Robertson and Shani Robinson. (Virtual Meeting)

1. President's Cabinet Meeting/Summer School Concerns.

- a. Converting Courses – Be prepared to convert all classes to online or remote learning format (a face-to-face course converted due to COVID-19) for summer 1 and summer 2 sessions, if that decision is made.
- b. DLF – At this time, the question was raised as to whether or not to add the distance learning fee to all courses or just to courses that currently are listed as online. One of the concerns the university has is students may migrate from an online course (with DLF) to the course that does not carry the DLF if it is offered as remote learning. The Dean suggested using historical data for each course to determine which courses would carry the DLF.
- c. Senior Faculty – The Dean reported that the Provost emphasized that senior faculty do not have priority to teach in the summer, but rather that priority be given to faculty that are best at providing online/remote learning courses to the students.
- d. Online/Remote Learning Training – The Dean confirmed with Bill Angrove that online training and webinars are still being provided to any faculty that need help.
- e. Registrar's Process in Conversion of Courses – The Registrar's Office will need to drop students enrolled in any face-to-face classes being converted to online/remote learning. The Registrar will need to offer the students that are dropped the option of reenrolling before the class is opened for others. The Dean spoke with Chris Maynard and he agreed to confirm the process with the Registrar.
- f. Synchronous or Asynchronous – If a course is converted to remote learning for the summer the faculty member will need to decide if the course will be synchronous or asynchronous to make it easier for students to build their schedule. The Dean asked the Chairs to discuss this with their faculty so that the Registrar can make necessary changes if the decision is made to convert courses.
- g. Take No Action – The Dean let the Leadership Team know that we should not take any action on these topics/concerns until we are given an update after the President's Cabinet Meeting on Monday, April 6, 2020.

2. Miscellaneous.

- a. Faculty Reaching Out to Students – The Dean shared an email from a faculty member reaching out to students during this difficult time and encouraged the Chairs to have their faculty keep communication lines open with their students.
- b. Graduate Admissions (Jesswein) – Dr. Jesswein brought up the possibility of considering COBA change their admission requirements at this time because prospective students are unable to take the GMAT. Dr. Hendrickson (Dean of Graduate Studies) has suggested dropping the admissions exam requirement altogether. The Dean asked for the Chairs input on changing some of the criteria for admissions for the MBA and MS Accounting programs. All Chairs and both Associate Deans were in favor of waiving the GMAT and lower the GPA (3.5 to a 2.75) requirement for the MBA. Dr. Jesswein and Mr. Thaler will poll the Graduate

Council for recommendations. Also, Dr. Morris will discuss the option with the MS Accounting committee. Both will report back to the Dean with results and comments.

- c. Transfer Alliance Update (Dr. Robinson) – Dr. Robinson updated the Leadership Team that while on a Transfer Alliance meeting conference call the feeling across other colleges and universities is that students are holding out on registering to see how courses will be offered given the present uncertain times. The Leadership Team is keeping close track of enrollments in all departments.