

COBA LEADERSHIP TEAM MINUTES

Thursday, September 17, 2020

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

1. Approval of Minutes. Minutes for September 3rd were approved.
2. CAD Updates.
 - a. Spring 2021 Schedule – As of now we will still have control of scheduling rooms in our building. Any request to use the ballroom/theater for class must be turned in to the large classroom scheduling committee as soon as possible. COBA will not be submitting any requests. The Chairs also verified that they have spoken to their faculty and most have agreed that the split week model is the best option. The Dean will need to turn in a report to the Provost of any classes that will be offered 100% remote by Tuesday, September 22nd.
 - b. Piper Professor – The Dean went over current nominations for the Piper Professor and who CAD is recommending for selection.
 - c. COVID-19 Update.
 - i. The university is working with Walker County and HMH to provide free COVID testing for students.
 - ii. There has been a decrease in positive test results on campus.
 - iii. The decision to not give flu shots on campus to faculty and staff is being reconsidered.
 - iv. Rooms may be used one hour after they are sprayed.
 - v. Reminder that faculty cannot ask a student for proof of a positive COVID test.
 - d. Textbooks – Textbook orders must be entered by October 1st. The difficulties of completing the process with inadequate instructions were discussed. Dr. Robinson will work on getting instructions sent out again and will find out if old books will default if a new one is not selected.
 - e. Distinguished Professor Award – The deadline to nominate a professor is in October.
 - f. New Faculty Zoom Meeting – President White will be the guest speaker at the new faculty meeting on September 30th. The Dean will verify with Julie Schwab to have Dr. Drukker receive a meeting invitation.
3. Graduate Assistants – The Leadership Team discussed the process in place to hire graduate assistants and the problems that have been encountered. The Dean will bring up the idea of having the Business Service Center (BSC) take over the hiring process for graduate assistants to Dr. Eglsaer and Lenora Chapman (Budget Office).
4. President White's Visit – The schedule and handout were reviewed for the President's visit on Friday, September 18th. The Dean will meet with President White and give her a tour of the building before meeting with the rest of the Leadership Team. It was also suggested that Fawzi give a brief presentation of our classroom technology.
5. 7A/7B Courses – 7A/7B Classes Fall 2021 – The Chairs will work with Dr. Jesswein to build the 7A/7B schedule of classes. The Leadership agreed that we will start slow and see if additional classes are warranted. The Dean will discuss with Dr. Eglsaer if offering 7A/7B classes is still the best choice, particularly for undergraduate programs.

6. Miscellaneous.

- a. Jeff Roberts – He will be leaving his position as Director of Assessment to take a job at Lone Star College.
- b. New Courses – Mark Frank let the Leadership Team know that his department has a new analytics course they have developed and is being reviewed.
- c. Cross-disciplinary Committees – Dr. Robertson asked that the Chairs remind their committee members that this process is to benefit the students. Committees have just started meeting and may need time to get their structure in place.