

# COBA LEADERSHIP TEAM MINUTES

Thursday, November 19, 2020

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

1. Approval of Minutes. Minutes for November 5<sup>th</sup> were modified and approved.
2. CAD and President's Council Updates.
  - a. Commencement.
    - i. The college can have up to twenty faculty members participate in the December graduation at NRG. An email will go out to the faculty.
    - ii. An email was sent to COBA students that have applied for graduation requesting they submit pictures for the graduate slideshow.
  - b. Facilities Upgrade – High quality air filters are being installed in academic building across campus.
  - c. Academic Recovery Program – Dr. Loft announced a new program that will help students on academic probation/suspension improve their GPA. No other details were given at this time.
  - d. University Calendar – For emergency preparation purposes a new calendar will be implemented to keep a list of events happening on campus daily. This will help to monitor people that are on campus in case of an emergency. The calendar will be effective spring 2021.
  - e. Conversations with Administration – This is a new program that will highlight different administrators across campus. An email will be sent out announcing the date for the first conversation with Dr. Hernandez.
  - f. Employee Resource Groups – The university will form new groups to hold discussions regarding various topics.
  - g. Tuition Revenue Bond (TRB). The university is requesting a TRB for a new Allied Health Building (\$80,000,000).
  - h. Micro-Internships – A new internship program that will have month-long internships for students is being managed by Career Services. Julie Campbell will reach out to Career Services to get more details.
3. Engagement/Professional Development Efforts.
  - a. COBA Conversations – The college is considering the development of programs/videos that will have different faculty answering hot topic questions to be featured on the COBA YouTube channel. The Leadership Team agreed that this is a good idea and it will be discussed during the spring faculty/staff meeting to see if faculty are interested in participating.
  - b. Career Services Zoom Visits – Career Services would like to have ten minutes of class time in a few courses during the spring semester to speak with the students about their services. An email will be sent to faculty asking for volunteers.
  - c. YouTube Channel – The COBA channel is slowly growing and still needs more subscribers. This will be an ongoing effort to build and maintain viewership. Ideas for postings are welcome.
4. Curriculum.
  - a. New Courses – Efforts are ongoing to get the two new courses for the Economics department approved. Dr. Jesswein is leading the college's efforts. The UCC will vote next week.

- b. Catalog – The department approval for the catalog needs to be finished/approved as soon as possible.
  - c. Interdisciplinary Reviews – The Associate Deans gave updates on the progress for each of the three committees.
    - i. The Entrepreneurship Review committee has been asked to give more detail in their final report.
    - ii. The General Business Review committee is finalizing their report and should submit it within the next week.
    - iii. The International Business committee may be submitting two reports to see which is better received. This is an unusual outcome which the Leadership Team agreed should be condensed to one report that includes areas of disagreement from members. This is expected to be concluded by the end of next week.
5. AACSB Update.
- a. Survey – The faculty survey on engagement, innovation, and impact that was sent out has only resulted in 38 responses to date.
  - b. Faculty Qualifications
    - i. CV – The Dean has been reviewing each department and asked for Chairs to push for updates again.
    - ii. MBA Program – The MBA program is short for the AACSB SA requirement. The Dean will discuss changes that will need to be made with each Chair individually.
6. Summer Research Grants. The committees have been formed and the Dean will send the nine submissions to them for review. Once the Dean has received the committee’s final recommendations the Leadership Team will review the results and discuss funding.
7. Summer and Fall 2021 Scheduling. Dr. Jesswein gave an update on scheduling and has contacted Dr. Runyan to verify that we have complete access to all the rooms in the building. Fawzi is finalizing plans to set the schedule. Publishing a long-term graduate schedule may help alleviate apprehension with 7A/7B schedules.
8. Miscellaneous.
- a. Holiday Celebration – The Dean reviewed details for the luncheon on December 14<sup>th</sup>. An email will be sent out to the faculty and staff asking them to RSVP for the event to get an accurate head count. The Chairs approved the draft email.
  - b. Telecommuting - The Leadership Team discussed allowing staff to telecommute again as long as all offices are open during the required hours and all appropriate work is completed. The Chairs all agreed that they would allow their staff to telecommute.
  - c. COBA Advising Board – A virtual board meeting will be held on December 8<sup>th</sup> or December 15<sup>th</sup>. Details are still being finalized.