

# COBA LEADERSHIP TEAM MINUTES

Thursday, July 8, 2021

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

1. Approval of Minutes. Minutes for June 3<sup>rd</sup> were modified and approved.
2. CAD Updates.
  - a. Cabinet Updates.
    - i. Enrollment (Ann Theodore) – University enrollment is down 4.31% but trending in the right direction.
      - o Target metrics for increasing enrollment
        - a. Register 149 first time freshmen per week
        - b. Register 677 students per week total
      - o College strategy for enrollment
        - a. Retweet MarCom messaging
        - b. Instagram Stories
        - c. Messaging has been sent to college liaisons
        - d. Email campaign reaching out to students who have not yet registered.
  - b. Policy Review.
    - i. Instructional Overload Policy – The Leadership Team reviewed the policy changes since the last draft and possible adjustments that may need to be made within the college. Each college will submit an outline of its overload and compensation policies to the Provost’s Office for review. The Dean will create the outline and have the chairs review it before submitting. The Dean also requested the Chairs have fall overload memos to him for review next week.
    - ii. Academic Probation and Suspension – The Dean gave an overview of the policy and specifically addressed section 8.03 regarding changes to the two “C” rule leading to termination in graduate programs. This portion will be sent back to the faculty senate and graduate for revision consideration.
    - iii. Academic Instructional & Research Personnel – The dean reviewed current changes to the policy and titles that will now be an option for non-tenure track faculty.
  - c. Commencement.
    - i. Summer graduation will be held on July 31<sup>st</sup> at 9:30 am and 2:30 pm with COBA’s graduation set for the morning ceremony.
    - ii. The deans will only attend their college’s ceremony. (This will be the case going forward.)
  - d. Ad Astra Room Optimizer.
    - i. Implementation of the room optimizer program will occur with the spring 2022 schedule build.
    - ii. Fawzi is updating and correcting the list of features within each classroom for use in the optimizer program.
    - iii. Departments may identify courses that should be included in the optimizer.
    - iv. A preference set will identify courses to be taught in certain rooms. Chairs will send these classes to Fawzi by next Friday.
  - e. Provost’s Announcements.

- i. Cameras will be installed around campus (outside only) to be used when necessary.
  - ii. Minimum wage will be adjusted for part-time and full-time employees to \$15 per hour with a phased process to be completed by Fall 2022. This change will not apply to student workers.
  - iii. Up to \$2,000,000 of CARES Act funds will be used to cover students with past due balances. This will help approximately 800 students.
3. Texas Transfer Advisory Committee. COBA has been asked to submit a nomination (along with CJ) for this committee that will be system wide. The Dean asked the Chairs to submit nominations to Dr. Robinson by July 16<sup>th</sup>.
4. COBA Tutoring. Beginning August 2021 tutoring will be moved to the library. The library will hold an initial meeting to discuss scheduling. COBA will submit Dr. Morris and Dr. Gonzalez's names to attend the meeting.
5. Miscellaneous.
  - a. One-hour Meetings – Additional one-hour single topic meetings will be scheduled to address unfinished business.
  - b. New Student Convocation – Kay Angrove has sent out a request for 10 to 15 faculty members from each college to volunteer. The chairs have sent out requests to their departments and will send volunteer names to Kristina.
  - c. Future Meetings – Leadership Team meetings in the future will be held via zoom and face-to-face, when appropriate.