COBA LEADERSHIP TEAM MINUTES
Tuesday, February 22, 2022

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

1. Approval of Minutes. Minutes for January 20th and 25th were modified and approved.

2. CAD Updates. (Minutes were sent to team prior to meeting.)
   a. Updated Blackboard Transition - The update will be complete and available in Fall 2022. There is concern that some online courses will not work on the new blackboard. The Dean will meet with Bill Angrove to discuss these concerns.
   b. DPTAC Composition – Creating subgroups to DPTAC is being discussed.
   c. Credit by Exam – Students will receive credit for passing CLEP exams, regardless if they had taken the course before.
   d. Budget – Continuing drops in enrollment and revenue streams may cause budget adjustments for FY23.
   e. CIA – The CIA is planning to recruit more students from SHSU and will also be offering internships in Washington D.C.

3. DLF Budgeting, Budget Initiatives, and HEAF Requests.
   a. DLF Allocations – The Leadership Team discussed DLF budget and fund balance. The Dean’s Office will make a first draft of FY23 allocations and schedule a meeting to finalize allocations with the entire team.
   b. Initiatives – The Dean reviewed existing initiatives that we will carry forward to the FY23 request and asked that the Chairs submit any possible additions be sent to him for review.

4. Space Utilization (SHB 140 & 306/308). Classrooms 140 and either 306 or 308 are being considered for repurposing and renovation into student social areas. The Dean will take this proposal to the Provost.

5. FES 3: Discrepancies between Cabell’s Predatory Journal List. Conflicting listing on predatory lists have created issues with faculty. Fawzi will check articles in question against all list to assist the Chairs with clarifying proper ranking.

6. PhD Project. The Dean proposed being a sponsor for the PhD project ($3,000). All team members agreed to proceeding with the sponsorship.

7. DEI (Dr. Simmons).
   a. DEI Certification – Dr. Simmons would like Chairs to encourage more faculty to consider doing the DEI certification courses.
   b. Mission Statement – The Qualtrics survey results show that 76% approved adding the new DEI portion to the existing mission statement.
   c. DEI Web page – Dr. Simmons presented the new DEI web page that will be added to the COBA website.

8. Miscellaneous.
   a. DPTAC Procedures – There is some confusion with the tenure/promotion procedures. The policy is being updated at this time and will be reviewed to clarify the process. Dr. Robinson
let everyone know there will be an open forum that will include this policy and that it would be beneficial for COBA to have representation at the meeting.

b. Website Updates – Fawzi will add the department names under the “about our college” tab for easier user access.

c. Textbook Deadline – The deadline for selecting a textbook for summer is March 1st and April 1st fall. The faculty must select required or optional so there is no confusion.