

COBA LEADERSHIP TEAM MINUTES

May 13, 2016

Present: Gloria Buchanan, Mark Frank, Kurt Jesswein, Gerald Kohers, Juliana Lilly, Philip Morris, Mitchell Muehsam, Valerie Muehsam and Joey Robertson.

Guest: Julie Campbell.

1. Internships. Julie Campbell presented background information on COBA's current internship process. Accounting and Finance/Banking have programs in place to manage their internships, whereas the other majors do not have a program in place. Currently, there is not one person in charge of tracking all internships. It would be beneficial if one person was able to capture all the internship information. Julie volunteered to be the go to person for internship information. Julie is going to contact Career Services and arrange a meeting with all those involved in the process of internships for COBA. The Chairs will be invited to the meeting if they would like to attend.
2. Approval of Minutes. The minutes were modified and approved.
3. Freshmen Orientation. A list of Freshmen Orientation dates was distributed to the Leadership Team. The Dean asked the Leadership Team to attend the 30-minute session with the Dean if they are available. The Dean will need someone to fill in for him on July 15, 2016 since he will be at a conference.
4. Dean's Advisory Committee. A few professors asked the Dean to resurrect the Dean's Advisory Committee. Members of the committee would include tenured Professors with no administrative duties. They would like to meet with the Dean once a semester.
5. IDEA transition. Beginning this summer, IDEA evaluations will be administered online. Training will be offered right before the link becomes available. The Dean asked Somer Franklin to send the Leadership Team the YouTube video about online evaluations. Dr. Valerie Muehsam will send out an email to the COBA faculty next week.
6. Space Needs. Classroom 108 is being taken down this summer to convert into offices. If the unfilled positions are filled and COBA receives 2-3 more positions, the college is at capacity.
7. Summer School Schedule/Budget. The Dean asked the chairs if they were planning to add any additional courses during the summer. He also asked them to provide Gloria Buchanan a revised summer nomination list if there are any changes to the original summer school schedule.
8. Strategic Planning Retreat.
 - a. Date(s). The dates of the Strategic Planning Retreat are Wednesday, July 6th, and Thursday, July 7th (if necessary).
 - b. Topics. The Dean asked the Leadership Team to think about topics that would enhance the educational environment.
9. CAD Items.
 - a. Signature authority. There is a new delegation authority policy. The President has delegated specific employees to sign contracts on her behalf.

- b. Travel management program. A new travel program will go into effect in the fall. Employees will be required to book airfare through Corporate Travel Planners (CTP). More information will be available in August.
- c. Undergraduate marketing. The finance program will receive \$20,000 to market their program.
- d. Spring semester "X" grades. If a student receives an "X" in the spring semester, the student has until the end of the fall semester to complete the course.
- e. Attendance initiative – summer school online classes. The Dean asked the Chairs to get their faculty to ask the students to acknowledge their syllabus for the attendance initiative.