

COBA LEADERSHIP TEAM MINUTES

December 14, 2016

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

1. Approval of Minutes. The minutes were approved.
2. Dean's Advisory Council. The Dean met with the Dean's Advisory Council. They were concerned with enrollment being down in the MBA program. Based on current trends, it appears that graduate students prefer taking online courses to face-to-face courses.
3. Scholarship Funds from DELTA. There will be \$50,000 available for online scholarships in fall 2017. The Dean asked the Leadership Team to think about how those funds should be awarded. The enrollment has been down in the MBA program. DELTA is going to begin advertising the MBA program.
4. Space Needs.
 - a. Office allocation. The Dean asked the Leadership Team to think about how the new offices in SHB 206 and 208 should be allocated and/or assigned.
 - b. Mafrige Auditorium. There was discussion on possibly repurposing the Mafrige Auditorium into more offices, study rooms, multipurpose rooms, and student breakout areas since it is not utilized that often. It would cost an estimated \$500,000 to repurpose it.
5. Meeting with VP Hernandez. The Dean met with VP Hernandez on November 21st. VP Hernandez wanted to find out what his office could do better.
6. Spring faculty/Staff meeting. The meeting will be held on Tuesday, January 17th, at 9:30 am.
7. CAD update.
 - a. Title IX. The Dean is going to invite Jeanine Bias Nelson to the Leadership Team meeting to discuss Title IX and what must be reported in regards to sexual assault.
 - b. New admission standards for incoming freshmen. There are new admission standards for incoming freshmen effective fall 2017.
 - c. Employee Development Participation & Teaching Request Form. There is a new form that staff must complete to participate in Employee Development and/or teach a course at Sam Houston State University.
8. Miscellaneous.
 - a. SUE Scores. The college needs to raise its SUE scores.
 - b. Hybrid Courses. There was discussion about possibly offering hybrid courses in the future.
 - c. IDEA Evaluations. Discipline specific information is still missing from the evaluations. The Dean will ask Jeff Roberts to check with IDEA.
 - d. Faculty Overloads. Please let Ms. Buchanan know who will be teaching overloads in the spring.
 - e. Graduate Council. Please let Dr. Jesswein know who you will want to be on the Graduate Council.
 - f. Fall and Summer Schedules. Please send a copy of fall and summer schedules to Mr. Thaler and copy Dr. Jesswein.

- g. Meta Assessment. Dr. Jesswein requested eight volunteers from the departments to complete the Meta Assessment. The Dean and Dr. Valerie Muehsam volunteered to do one each.
- h. Master Syllabi. Each course in the curriculum should have a complete and updated master syllabus by the end of the spring semester.