

## COBA LEADERSHIP TEAM MINUTES

March 1, 2017

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

1. Approval of minutes. Minutes from the February 15<sup>th</sup> and 17<sup>th</sup> meetings were modified and approved.
2. SWOT analysis. Preparations for the March 20<sup>th</sup> COBA roundtable to initiate the college's new SWOT analysis were begun. The need for a meeting facilitator was discussed. The Dean will send out a reminder email to the faculty about the meeting, soliciting input from faculty members who prefer to provide an initial listing of suggested COBA strengths and weaknesses outside of an open forum, or who would not be available for the roundtable discussion.
3. FES. The chairs are concluding their initial assessments of faculty FES portfolios. They will meet on Tuesday, March 7 at 1:30 pm to discuss the calibration of individual faculty scores proposed for FES 1, FES 3, and FES 4 across departments. Associate Dean Jesswein would be included in the meeting, if needed.
4. Office assignments/Tutoring lab. The Chairs are to complete their proposed office assignments for AY 2017-18, noting the need to relocate faculty currently using SHB 108 for office space. Procedures for assigning faculty to the new offices created from repurposing SHB 206 and 208 were discussed. The uncertainty surrounding the housing of the proposed McNair Center for Entrepreneurship were noted. SHB 108 is expected to be converted to a multi-use tutoring room. The alternative of instead using a section of the new office space in SHB 206/208 and converting SHB 108 back to a classroom was examined.
5. Miscellaneous. Among the items to be discussed at the next meeting are four Academic Policies currently being reviewed by CAD, as well as two others (Academic Fresh Start and Academic Advisory Councils with External Members) that had not been discussed at the previous Leadership Team meeting.