

COBA LEADERSHIP TEAM MINUTES

April 21, 2017

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

1. Approval of Minutes.
2. Office Assignments. The Dean asked the chairs to fill out floor plans for the fall and to give preferences for who should go into 206/208 and 309. There should be consistency among departments when allocating rooms among faculty.
3. FES. The Dean and the Chairs will meet to look at FES scores.
4. Summer Strategic Planning Retreat. The Dean asked the Leadership Team to provide dates when they will be not be available during the summer to Kristina so that a date can be scheduled for the summer strategic planning retreat.
5. Miscellaneous.
 - a. Summer School Budget. COBA's summer school budget is \$1,050,000. The college has budgeted an additional \$260,000 out of Distance Learning Fees for summer school. So far, summer school salaries are over \$1.4 million. Please check with Ms. Buchanan to see if there is enough funds in the budget to add additional courses. Average class size for online courses should be the same as face-to-face courses.
 - b. New Initiatives. The Dean had requested five new positions for FY2018. The Dean asked the Chairs to submit their requests for new positions along with justification in the next three weeks.
 - c. SWOT Analysis Update. Dr. Sherrill and Dr. Sower have met with faculty and chairs. They are planning to gather data from graduating seniors, entering freshmen, parents, and employers.