COBA LEADERSHIP TEAM MINUTES
May 3, 2017

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

1. Presentation by Mary Holland. Mary Holland gave a presentation on the classification of labs and utilization of classrooms in the Smith-Hutson building. Some labs may need to be reclassified as classrooms before the next audit. Classroom u

2. Approval of Minutes.

3. CAD Updates.
    a. "W" classes. Some of the other colleges have policies on "W" courses. Our college has three writing enhanced courses. "W" courses are not designated on the transcript.
    b. SDRs. Dr. Thielemann asked the Deans if their colleges could submit their SDRs by March 1st.   The Dean asked the chairs about their concerns and if their committees could meet a few weeks earlier. The Dean will bring concerns to Dr. Eglsaer at their next one on one meeting.

4. Faculty evaluation of Chairs. Chair evaluations will be emailed to the faculty to complete. It will include four questions.

5. Strategic planning retreat. The Leadership Team Retreat is scheduled for Wednesday, May 31st in the President's dining room.

6. Blackboard issues (ProctorFree/Java/Firefox). The Leadership Team had concerns about ProctorFree not being able to work when Windows 10 is implemented. Firefox and Java will no longer be available. The Dean and Dr. Muehsam will address their concerns with Ruth.

7. Course scheduling "policy" update. Dr. Jesswein shared the course scheduling proposal with the Leadership Team. The Dean asked the Leadership Team to let Dr. Jesswein know if they see any red flags.

8. Miscellaneous.
    a. The Dean and Dr. Hendrickson were assigned to the subcommittee on post-tenure review.
    b. Summer Graduate Assistants. Funds were set aside to hire 5-6 graduate assistants for the summer. Each department can hire one graduate assistant and the Center of Innovation and Technology can hire 1-2 graduate assistants if enough funds are available.