

COBA LEADERSHIP TEAM MINUTES

October 20, 2017

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

1. Approval of Minutes. Minutes were approved.
2. Talent Management set up for online submission of faculty productivity. The Leadership discussed the setup for online submission of faculty productivity. Each faculty member up for review will have two folders: Materials for Spring 2018 Review and Intellectual Contributions. Faculty will be notified when they can submit their materials online.
3. Soft Skills and IC Committees. The Leadership Team discussed what is next for the committees after the Learning Retreat and who should serve on committees.
4. AoL. The Leadership Team decided there should be one representative from each department to serve on the AoL committee. The Chairs are going to reach out to the faculty to find out who is interested on serving on the committee.
5. CAD/CAAD items.
 - a. Competitive Scholarships. In order for a scholarship to be competitive, it must be awarded by a committee and meet certain criteria. If an out-of-state student is awarded at least a \$1000 scholarship, that student may be eligible to receive in-state tuition.
 - b. Diversity Leadership Conference. The conference is open to everyone.
 - c. Communication Flow. The Provost's Office is going to set up a portal/venue to improve flow of communication.
 - d. Office of Student Disabilities Update. When a student requests an accommodation, the Office of Student Disabilities will send a notification to the faculty member.
 - e. Hybrid Courses. Hybrid courses will be one of the topics for discussion at the CAD Retreat in December.
6. Miscellaneous.
 - a. TWC Office Space. The Dean will meet with Caroline Martinez in regards to TWC Office Space.
 - b. EMBA. It will need to be assessed for SACS.
 - c. Saturdays@Sam. The next Saturdays@Sam will be held on Saturday, November 11, 2017.
 - d. Catalog Links. Some of the links for the catalog are not working correctly. IT will have to correct.