

# COBA LEADERSHIP TEAM MINUTES

January 19, 2018

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 modified and approved.
2. SWOT/Strategic Plan.
  - a. Presentation to Provost Eglsaer. Karen Sherrill is presenting a short version of the SWOT analysis to Provost Eglsaer today.
  - b. Goals. The Dean asked the Leadership Team to think about what should be included in the strategic plan based on the results from the SWOT analysis. Karen Sherrill will present the SWOT analysis to the faculty. Then two to three forums will be scheduled to gather input from faculty and staff.
  - c. Short-term action items.
    - i. Teaching Effectiveness Committee (recommended by Dean's Advisory Committee). The college is going to create a Teaching Effectiveness Committee this spring. The Dean will announce it at the 2018 Spring Faculty/Staff Meeting.
  - d. Long-term action items. The Dean asked the Leadership Team to think about some long-term action items they would like to include in the strategic plan.
  - e. Soft skills. The college asked the faculty to identify the different soft skills in the courses offered by COBA.
3. 2018 Spring Faculty/Staff meeting. The meeting has been rescheduled for Friday, February 2, 2018.
4. Budget Items.
  - a. Summer Research Grants. The Leadership Team discussed the possibility of creating a faculty committee for summer research grants.
  - b. Five-year plan. Will discuss at next meeting.
5. IC committee Recommendations. The committee recommended there be a list of desired publications and a black list.
6. Academic Affairs Mid-year Leadership Retreat.
  - a. Winter mini-session. To be discussed at a future meeting.
  - b. Hybrid courses. The working definition (THECB) was shared.
  - c. EAB. To be discussed at a future meeting.
  - d. Policies.
    - i. Faculty Reappointment, Tenure & Promotion. To be discussed at a future meeting.
    - ii. Academic Probation, Suspension & Termination. Modification shared.
7. Miscellaneous.
  - a. Office Space. The Dean asked the Chairs to let him know what office space is needed for Fall 2018. Should the college keep using SHB 108 for tutors or change it back to office space?
  - b. SACS Review is scheduled for next year.
  - c. AACSB Letter is due this summer.