

COBA LEADERSHIP TEAM MINUTES

March 7, 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. Budget.
 - a. Summer Research Grants. Proposals are due Friday, March 9, 2018.
 - b. Initiative Funding. The college will be meeting with the Budget Office on March 20th about New Initiatives requests. The Dean will give a presentation at the Cabinet/CAD meeting in April. The college will also have to submit a New Initiative request for the additional DLF revenue anticipated in FY2019.
 - c. HEAF requests. The college will submit HEAF requests for copiers, technology needs, and items for the Center of Innovation and Technology.
 - d. Five-year plan. The college will be submitting a five-year plan as part of the budget process.
3. AACSB.
 - a. SA/PA/SP/IP standards. The Leadership Team discussed what activities faculty must do in order to maintain their qualifications. The Leadership Team will continue discussion at the next meeting.
4. Curriculum.
 - a. Excel skills. The college would like to improve the Excel skills of its students. Dr. Robertson will seek input from Dr. Funck.
5. CAD Items.
 - a. Field of study. The Coordinating Board is working with community colleges to come up with a list of courses that must transfer to any public college in Texas and count towards a degree.
 - b. DO update. Consultants will be on campus to review the proposed DO program on Wednesday, March 28, 2018.
 - c. Faculty office hours. There have been complaints that faculty have not been available during their office hours.
 - d. Faculty responsibilities. It was suggested at CAD that a faculty handbook be created listing the minimum responsibilities that are expected of all faculty members.