

COBA LEADERSHIP TEAM MINUTES

October 5, 2018

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

1. Approval of Minutes. The minutes were modified and approved.
2. Curriculum.
 - a. BUAD 1305. There needs to be more emphasis on Excel. The Dean will ask Dr. Robertson to call a meeting of the faculty that teach BUAD 1305 to develop a plan to include more Excel beginning in the spring 2019 semester. The departments will create assignments to reinforce the excel skills in a variety of courses effective with the 2019 fall semester.
 - b. Field of Study (FOS) Changes. The Dean gave a copy of FOS changes to the chairs. The college will have to find a home for each course listed transferred from a community college. The Leadership Team began discussing the merits of offering an Intro to Business course as part of the business core or instead ensuring that each degree plan had a free elective into which the Intro to Business course could transfer. The chairs will take back this information to the departments as part of their preparations for program reviews. COBA plans to have a college wide discussion at end of semester and will follow up in the spring semester. The college is still waiting on more information about the Business Statistics course that is also included in the FOS. The Dean will share when he receives more information.
3. Learning Retreat.
 - a. Agenda. Dr. Jesswein went over the agenda for the Learning Retreat.
 - b. Comments from the dean.
 - i. MWF Schedule. The MWF schedule will be effective fall 2019.
 - ii. Quality ICs impact on expectations related to tenure. The Dean and Leadership Team discussed quality ICs and what would be acceptable to obtain tenure. ICs will not be considered acceptable if they are on Cabell's Blacklist.
4. CAD update.
 - a. Let's Talk Student Event. Will discuss at the next meeting.
 - b. Entrepreneur-in-Residence. The inaugural Entrepreneur-in-Residence presentation is scheduled for Monday, October 22, 2018 at 9:45am in the GPAC. Jim "Mattress Mac" McIngvale will be the speaker.
 - c. APS Faculty Access.
 - d. There is a new minor in Public Administration and Public Policy.
 - e. Revised Policies. The Dean and Chairs will meet to discuss policies related to faculty performance on October 10th from 12:30pm-2:00pm.
 - f. Proposed Modified Instructional Duties for Significant Life Events. Will discuss at the next meeting.
 - g. Academic Dishonesty Form. The Dean sent the new Academic Dishonesty Form to the Leadership Team. Dr. Kohers will make it a PDF form.
 - h. Student Grievance Form. There is a new Student Grievance form. The faculty member have ten days to respond. The chair has five days to respond. COBA will need to create a college

review panel and a list of students to serve on the panel. The Dean will talk to the Provost about the timeline for faculty and chair response.

5. Miscellaneous.

- a. Catalog changes are due October 27, 2018.
- b. Saturday@Sam. Saturday@Sam will be held on Saturday, November 10, 2018. Dr. Morris will fill in for the Dean for the general session. The Dean asked everyone to let him know who will present at the breakout sessions.
- c. New Faculty Orientation. The New Faculty Orientation will be held on November 16th from 10:30am-12:30pm. If a new faculty member was unable to attend last year, he/she can attend this year.
- d. Next Leadership Team dates are October 17th, 2:00pm-3:00pm; November 8th, 2:00pm-3:30pm; and December 5th, 2:00pm-3:30pm.
- e. College Highlights. Please let the Dean know by October 15th of faculty/staff/student highlights.