

COBA LEADERSHIP TEAM MINUTES

Wednesday, July 10, 2019

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

Guests: Bill Angrove, Ruth Chisum, Teresa Ringo, and Rachel Hoolahan

1. Online courses for 100% online students (Bill Angrove, Teresa Ringo). The Leadership Team met with members of the SHSU Online Office and Registrar's Office to discuss processes to meet the demand for online courses for 100% online students. There are online courses with high waitlists in COBA, but at the same time, there are online courses with remaining capacity for some of these same courses. There was discussion about who should contact the students to let them know when a new section has been opened as the students on the waitlist are only automatically contacted when a seat opens up in the specific section for which they are waitlisted. The Registrar indicated that her Office does not have sufficient personnel to do the notifications. It was noted that one of the chairs does send an email to all students on the waitlist for a course that is having a new online section added. Bill Angrove said that his Office will take the lead in trying to find a solution to notify students when a new online section is offered that has students on a waitlist for online sections of that course. The Registrar's Office would like some courses to be designated for 100% online students. It was requested that if sections are designated for only 100% online students, then the 100% online students should be blocked from enrolling in other online sections for that same course. The representatives from the Registrar Office indicated that was doable. If the courses do not fill up, the designation can be removed. Currently the Advising Center is designating students as 100% online. The Leadership Team would like a Cognos report to be created that will list students that are 100% online.