

COBA LEADERSHIP TEAM MINUTES

Monday, April 6, 2020

Present: Mark Frank, Kristina Grimes, Kurt Jesswein, Gerald Kohers, Philip Morris, Mitchell Muehsam, Fawzi Noman, Joey Robertson and Shani Robinson. (Virtual Meeting)

1. Summer Research Grant Funds. The Leadership Team discussed Dr. Grant's request to receive supplemental funding from COBA for his Internal Research Grant awarded by the ORSP. All members agreed to fund 1/12th of his salary subtracting the award amount given by ORSP. The Dean asked for recommendations for updating the COBA policy in the future. This topic will be revisited and changes made before the fall faculty and staff meeting.
2. President's Cabinet Meeting/Summer School Concerns.
 - a. Deposits – The amount of the deposit that must be delivered to the Cashier within 24 hours of receipt has been changed from \$50 to \$250.
 - b. Parking – Starting in the fall there will no longer be reserved spots in the parking garage. If you purchase a spot you will need to find an open space or if none are available overflow will be zone 1 and zone 2 parking. When the new garage opens employees who have purchased a space will need to designate one of the two parking garages.
 - c. Building access – Effective tonight additional buildings on campus will be locked to promote less traffic on campus and prevent the spread of COVID-19. Designated buildings will be open on specific schedules.
 - d. Telecommuting and Emergency Leave – The Dean went over the different options of telecommuting, emergency leave and combinations of the two.
 - I. If the employee cannot telecommute, they will need to take emergency leave.
 - II. If combining telecommuting and emergency leave, the supervisor will need to determine the percentage of each.
 - III. If combining telecommuting and coming to the office, the employee does not need to take emergency leave.
 - e. Summer School Decisions – The Dean went over the following decisions regarding the summer semester.
 - I. Summer 1 will be delivered online and through remote learning.
 - II. Summer 2 will still have face-to-face and online classes as of now.
 - III. 10-week courses will be online and through remote learning.
 - IV. Distance learning fees will be discussed for face-to face classes that are converted to remote learning.
 - V. Converting TWC classes to main campus will need to be done to change them to remote learning. The Dean will reach out to Dr. Thielemann to see if he can submit one memo requesting all seven classes be moved.
 - VI. The Dean would like the Chairs to submit a list of remote courses that will be delivered remotely and if they will be synchronous or asynchronous.
 - f. Summer Camps.
 - I. All outside summer camps have been cancelled.
 - II. Orientation will be conducted via virtual hybrid.
 - III. Graduation is still scheduled for July 30 and 31.
3. Miscellaneous.

- a. Dr. Frank has a few faculty members with concerns about going to the pass/fail system. The Dean confirmed that we will not be going to pass/fail.
- b. Transfer students that come from another college or university using pass/fail will need to transfer in those courses. All of the Chairs agreed we would need to accept those transfers.
- c. Dr. Robertson asked about the status of being able to hire adjuncts for the fall. The Dean confirmed we are allowed to reappoint adjuncts.
- d. The Leadership Team meeting scheduled for Thursday, April 9, 2020, will be held.
- e. Faculty Reaching Out to Students – The Dean shared an email from a faculty member reaching out to students during this difficult time and encouraged the Chairs to have their faculty keep communication lines open with their students.
- f. Graduate Admissions (Jesswein) – Dr. Jesswein brought up the possibility of considering COBA change their admission requirements at this time because prospective students are unable to take the GMAT. Dr. Hendrickson, Dean of Graduate Studies, has suggested dropping the admissions exam requirement altogether. The Dean asked for the Chairs input on changing some of the criteria for admissions for the MBA, MS Project Management, and MS Accounting programs. All Chairs and both Associate Deans were in favor of waiving the GMAT for the next year for applicants to the MBA program with a GPA of 2.75 or greater. Dr. Jesswein and Mr. Thaler will poll the Graduate Council for recommendations. Also, Dr. Morris will discuss the option with the MS Accounting committee. Both will report back to the Dean with results and comments.
- g. Transfer Alliance Update (Dr. Robinson) – Dr. Robinson updated the Leadership Team that while on a Transfer Alliance meeting conference call the feeling across other colleges and universities is that students are holding out on registering to see how courses will be offered given the present uncertain times. The Leadership Team is keeping close track of enrollments in all departments.