

COBA LEADERSHIP TEAM MINUTES

Wednesday, April 8, 2020

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

1. President's Cabinet Meeting/Summer School Concerns.

- a. Summer School Courses - All summer courses (summer I, summer II and 10 weeks) will now be offered online or through remote learning. The Dean let the Leadership Team know that adding summer II face-to-face classes may be a possibility depending on the COVID-19 situation and enrollment.
- b. Leniency for Incompletes for Students – The Dean discussed how much leniency the faculty should give for students struggling in classes. All Chairs agreed that this should be done on a case-by-case basis. The Dean will share this with the Provost, who will be sending out an email to students encouraging them to continue to make progress in their classes.
- c. Synchronous and Asynchronous – The Dean asked the Chairs to get an idea from their faculty if their courses will be done synchronously or asynchronously. Dr. Kohers asked how this will be designated when students are registering for classes. The Dean will reach out to Dr. Maynard to find out how the Registrar's Office plans to handle this change.
- d. Summer Camps – All outside summer camps have been canceled.
- e. Anecdotes – The System Office has requested that colleges submit stories and things done by the college or anyone in the college during this difficult time. They have also requested information on any student financial needs, food needs, or family struggles that we may know of taking place during the COVID-19 pandemic.
- f. Emergency Fund – The Dean shared that \$400,000 has been distributed to students from the SHSU emergency fund. He also informed the Leadership Team that all unused money that was designated for study abroad will be swept to help with the emergency fund.
- g. Summer Hiring Freeze – The Dean discussed with the Leadership Team the possibility of being able to hire summer adjuncts and to offer one year visiting professor positions to prospective faculty members. The Provost will need to be consulted before offering these positions.
- h. Text Books – The Dean reminded the Chairs that text book orders for summer and fall are due.
- i. Email Capacity – IT will be checking the possibility of increasing email capacities for faculty and staff.
- j. Fall Schedule Contingency – The Dean asked the Chairs to start forming a plan for fall in the event courses are converted to remote learning. The Leadership Team will discuss possibilities at the next meeting.
- k. Spring Evaluation – Somer Franklin is working on an evaluation form for spring classes. The Dean will send a copy of the draft to the Chairs when one becomes available.

2. Miscellaneous.

- a. Sammy's – The Dean reminded the Leadership Team that the Sammy's program will be held virtually tonight (April 8, 2020).

- b. Faculty/Staff Email – The Leadership Team reviewed the Dean’s email that will be sent to COBA faculty and staff this afternoon. The email was edited and approved.
- c. Faculty and Staff - The Dean asked the Leadership Team members how their faculty and staff were doing with all of the challenges. All team members reported they have had few to no issues at this time.
- d. Leadership Team Meeting – The Dean confirmed there will be a Leadership Team Meeting on April 9, 2020 at 9:00 a.m. to discuss upcoming issues.