

# COBA LEADERSHIP TEAM MINUTES

Thursday, June 22, 2020

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

## 1. AALT Updates.

- a. Face coverings – Beginning June 29<sup>th</sup> face covering will be required on campus for faculty, staff and students. It will be a requirement in all common areas on campus. There are still questions of how and who will be enforcing this new guideline.
- b. Courses Missing Books – COBA has the largest number of courses without books at this time. The Dean encouraged the Chairs to make sure all of their faculty have made their submissions.
- c. Fall 2020 Semester.
  - i. Hybrid Schedule – The Dean has to submit COBA’s fall hybrid schedule to the Provost by July 1<sup>st</sup>.
  - ii. Email Update – An email update will be sent the students soon with all of the current changes to the fall semester.
- d. Task force against Racism - The university has put together a task force in response to the current events involving racism. A training will be put out and panel discussion formed to help open dialog on hard topics.
- e. Phase III.
  - i. Telecommuting Forms - All staff that will continue to telecommute must submit a new form before July 1<sup>st</sup>.
  - ii. Buildings – All buildings in campus will be open from 8 am to 5 pm.
  - iii. Dean’s Office Rotation – The current rotation of the administrative staff at the front desk in the Dean’s Office will remain the same until August 1<sup>st</sup>.
- f. Virtual Graduation – The original plan for virtual graduation has remained the same except for one addition. Each college will have 10 to 15 faculty members record a zoom meeting of them clapping and supporting the graduates. Also, several will have the opportunity to make a recorded speech. The Dean will send out an email asking for volunteers.

## 2. Miscellaneous.

- a. Fall Faculty & Staff Meeting – The fall meeting will be held in the Orange ballroom at the LSC on August 13<sup>th</sup>. We will use the entire ballroom to help spread out faculty and staff. There is a question as to if this meeting could be available virtually.
- b. Beta Gamma Sigma – Dr. Cassy Henderson is working on a format to have the BGS ceremony held virtually. An announcement will be made at a later date of the finalized plans.
- c. The Woodlands Chamber of Commerce Event – Frank Holmes has asked for a COBA faculty member to attend the Innovation Summit. Dr. Pam Zelbst was suggested. The Dean will reach out to Dr. Zelbst to see if she would be available to attend.
- d. President Select – The deans will be meeting with the President select Dr. White on Friday, June 26<sup>th</sup>.