

COBA LEADERSHIP TEAM MINUTES

Thursday, October 22, 2020

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

1. Approval of Minutes. Minutes for October 7th and 8th were modified and approved.
2. CAD Updates.
 - a. EMSI – EMSI is a data analytics program that has been purchased by SHSU. This program has the capability to pull data from different sources and allows the user to build/customize their own reports. Dr. Maynard will be checking to see how the license works for individual users to determine if the Deans can have access. The Dean will reach out to Paige Mertz, Programs Analyst within the Office of Academic Planning and Assessment, to schedule a time for her to present to the Leadership Team.
 - b. Hanover Research – Hanover Research is an information services company that will be working on projects for the university. President White has used them in the past. It has been suggested/ proposed that the colleges piggyback on the university contract to receive a better price for projects. The Dean will reach out to CJ and Education to see what options we may have to collect data as they are purchasing access for several projects.
 - c. Graduation – The university is finalizing a contract to hold fall commencement at NRG Stadium on Saturday, December 19th. There will be three ceremonies held and each student will be allowed up to six guests. Students from the spring 2020 and summer 2020 graduations will be contacted and offered the chance to participate. The details have not yet been announced to the public.
 - d. Blackboard – Faculty should have a welcome message, information regarding when their classes meet, and whether a remote option will be offered for spring 2021 posted on Blackboard by November 5th.
 - e. Impact Committee – The Leadership Team discussed how decisions made by this committee might affect the entire campus. Dr. Maynard, Justin Ball, Ruth Chisum, Stephanie Fors, Somer Franklin, Lee Miller, and Julie Schwab currently represent Academic Affairs on the committee. The Dean will reach out to inquire the guidelines for selecting someone for the committee.
 - f. Staff Evaluations – The timeline for staff evaluations is being moved up to earlier in the spring semester. The Dean will ask for details on this change.
3. Curriculum.
 - a. New Courses – Dr. Frank gave an update on the new courses (BANA 4373 & ECON 4367). Dr. Kohers has asked that wording be changed for the BANA 4373. Economics is still hoping to have them submitted by the November 1st deadline.
 - b. Form A (changes to PGM courses BUAD 1011 and BUAD 3069) – PGM is eliminating the one-hour course previously offered and will now have a two-hour course for their program.
4. AACSB Pre-visit Follow-up.
 - a. Sedona – The Dean instructed the Chairs to give their faculty a strict November 5th deadline for updating their information in Sedona.
 - b. Engagement, Innovation, Impact Matrix – COBA faculty will be asked to submit examples for these topics for our AACSB visit. A standardized template will be developed to help with the submission process.

- c. Pre-visit Overview – The Dean went over standards and guidelines for AACSB visits. The Leadership Team discussed areas we need to improve and things they feel were done well. The final report must be submitted by January 7th.

5. Miscellaneous.

- a. IT FY22 Meeting – The Dean and Fawzi will meet with IT on Friday, October 30th to discuss FY22 needs for COBA. The Chairs will send requests to Fawzi prior to the meeting.
- b. TWC Advisory Committee – The Leadership Team recommended to nominate Dr. John Newbold for the committee.
- c. Faculty Accomplishments - COBA Faculty accomplishments are due to the Provost's Office on October 28th. The submission of accomplishments will be done monthly.
- d. Written Materials Request – The Dean asked that the Chairs check with their faculty to see if any requests need to be submitted to Cathi Gillette. This needs to be turned in immediately.
- e. Final Exams – Scheduling for final exams for fall 20 and spring 21 will be challenging. The college will first send out an email to find out which faculty are planning to give in-person final exams. After this information is available it will be easier to move classes for exams as needed.
- f. Bearkat Bundle – Dr. Robertson discussed issues that some professors are having with adopting older textbooks for their courses. The Dean will reach out to Kristy Vienne to schedule a meeting/presentation.