COBA LEADERSHIP TEAM MINUTES

Thursday, November 5, 2020

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

1. <u>Approval of Minutes.</u>   Minutes for October 22nd were approved.

2. <u>CAD Updates.</u>
    a. EMMA – The university has purchased a new mass email software. This will be used to send mass emails beyond our college. Cathi Gillette will be the Provost's Office contact person and Heather Robbins will attend the training for COBA.
    b. Bearkat Bundle – The Dean shared the message that will be placed on Blackboard for the students regarding the Bearkat Bundle textbook program. The college will send an additional email to explain to faculty how this program will work and encourage them to add information to their syllabi to help our students.
    c. Commencement.
        i. The Dean went through the tentative pairings for graduation on December 19th at NRG. The official pairings will be announced in the next two weeks to the public.
        ii. The university has a hard cap of 1,000 participants for each ceremony but will start with an 800-person cap that may be adjusted if needed.
        iii. Faculty will not be required to attend, and the deans will only be asked to attend their college's ceremony.
        iv. Two volunteers are needed to call names at our ceremony.
    d. Travel.
        i. All university travel through December has been stopped. Anyone traveling will not be reimbursed and must quarantine upon their return.
        ii. Spring Travel – Decisions for spring travel are still being discussed at this time.
    e. Transfer Courses from Community Colleges – Community colleges have several courses that are currently transferring in as substitutes for upper-level coursework but do not transfer in as advanced hours. This is an issue in multiple disciplines. We were unaware whether the Sam Center had been advising students about this possibility. Associate Vice President Franklin will conduct a search to determine the magnitude of the issue. The Dean will send a memo to the Admissions Office to request that this process be stopped for COBA courses.
    f. Provost Retirement – Dr. Eglsaer has announced he will be retiring, and Dr. Maynard will be the Interim Provost as of Jan 1, 2021. The university will hold a national search to fill the position.
3. <u>AACSB Update.</u>
    a. Faculty must update Sedona as soon as possible. The Dean asked that the Chairs ensure their department's faculty have a current vita posted.
    b. Self-Study – The deans will write this portion and share it with the Chairs to review.
4. <u>Summer Research Grants.</u> The timeline for faculty to submit a Summer Research Grant proposal has been extended through Friday, November 6th. Depending on the number of submissions the Leadership Team will decide if the faculty committee will review the proposals or if it will be done by them.
5. <u>Summer and Fall 2021 Scheduling.</u>
    a. 7a/7b Courses – The Chairs viewed Dr. Jesswein's example for the 7a/7b fall 2021 schedule. They will make any changes necessary and have the schedule completed by November 13th.

b. Summer and Fall 2021 Schedules – The 2021 summer & fall schedules will be built using the remote option plan and social distancing room capacities. The Chairs should consider building their schedules with and without the remote option and social distancing capacities, so we are prepared for any changes.

6. Miscellaneous.
   a. Campus Events – There is a new permission form for holding events on campus. This form must be completed and sent to Charlene in the President's Office. It will then need to be approved by the President's Cabinet and Drew Miller (COVID liaison) prior to holding the event.
   b. Holiday Celebration – The Dean asked for thoughts on holding our annual holiday luncheon. After discussing modifications to stay within COVID guidelines, the Leadership Team agreed this would be a nice event for the faculty and staff who wish to attend. The Dean's Office will send out an email requiring an RSVP for the event to obtain a more accurate head count.