

COBA LEADERSHIP TEAM MINUTES

Thursday, January 7, 2021

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

1. Approval of Minutes. Minutes for December 16th and 17th were modified and approved.
2. CAD Updates.
 - a. Cabinet Updates.
 - i. Commencement – Thanks were given to everyone who made graduation a success. Dr. Tuttle was mentioned specifically for all of his efforts.
 - ii. Compliance and Risk Management – Dr. Maynard has asked any concerns to be sent to him. The President has brought back a staff member to assist in this process.
 - iii. Consultant – A consultant has been hired to review efficiencies and organizational structure. The consultant will meet with members of the President’s Cabinet. The consultant will also attend the President’s retreat with the Deans.
 - iv. Fall Schedule – The fall schedule and the possibility of a move to non-social distancing schedule was discussed. If approved, Dr. Maynard will send out an email to faculty and staff. This decision will affect everyone across campus.
 - v. Hybrid Courses – A committee has been created with a short timeline to define criteria and propose an approval process for offering hybrid classes post COVID.
 - b. Vice Provost Report.
 - i. COVID Update
 - There has been a 15% hospitalization rate for seven consecutive days in this area. New restrictions are being imposed until this improves.
 - Kiosk – The kiosk will not return to the on-campus location. There are still two testing kiosks in the Huntsville area.
 - On-campus Testing – The university will have symptomatic and exposure testing at the Health Center.
 - Vaccine – Campus will receive the vaccine, but there is no information on when vaccines will become available.
 - ii. Textbook Policy Revision – Self published materials must be approved by the Provost. Deadlines for approval for each semester have been set. The Dean will clarify the approval process and content with the Provost.
 - iii. Academic Dishonesty Committee – It was confirmed the Dean of Students does keep a list of students accused of academic dishonesty. The committee is considering a video **for to be posted on** Blackboard to educate students on using digital material honestly. The **Dean deans** requested the video be presented to the Council of Chairs before posting. Dr. Robinson, a member of the committee, added that they are trying to address all forms of academic dishonesty.
 - c. Workforce Analytics Prioritization – There have been a large number of requests submitted and there are twenty active projects as of now. The **Deans deans** have been asked to prioritize projects before they are submitted.
 - d. IDEA Technology Questions – The Dean reviewed new proposed questions for the spring IDEA form. Questions regarding technology will be dropped.

- e. Double Major Policy/Procedure – A committee will be reviewing CPOS, degree plans and double dipping. Dr. Jesswein will serve on this committee, at the Dean’s suggestion. Several of COBA majors may be affected by changes.
 - f. New Faculty Breakfast – The breakfast will be virtual, and all deans have been asked to attend. The Provost will share his expectations of promotion and tenure.
3. AACSB. We submitted our report yesterday. The Dean will make the report available to everyone in the college and will organize one or two meetings with participating faculty to go over the visit format.
 4. Faculty/Staff Meeting. The Dean reviewed the agenda to be covered at the spring faculty/staff meeting.
 5. Multi-disciplinary Review Committee Reports. The Leadership Team members all confirmed they have completed reading the reports. The team will meet on February 2nd and 4th to review the committee reports.
 6. Scheduling 7a/7b. Pros and cons were discussed of keeping the 7a/7b schedule in the future, particularly for the MBA and MS in Project Management programs. The Chairs agreed to proceed with this schedule for the fall.
 7. Academic Recovery Program (ACE). Students on academic suspension and probation will be enrolled in this program. It is intended to help these students improve their GPA.
 8. Miscellaneous.
 - a. FES Committee – The committee will need to revisit FES 4. The report was vague and will need to be updated.