

# COBA LEADERSHIP TEAM MINUTES

Wednesday, August 4, 2021

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

1. Approval of Minutes. Minutes for July 22nd were approved.
2. CAD Updates.
  - a. Celebrations – The Provost made several faculty accomplishment announcements. The Dean asked the Chairs to be sure to share any faculty news with him so he may share with the Provost’s Office for future announcements.
  - b. Strategy Session – Improving Engagement
    - i. Have faculty document speakers and other engagement opportunities.
    - ii. Consider creating a committee to help improve enrollments.
    - iii. Find ways to engage faculty and assist students.
  - c. Enrollments – Overall enrollment is down 0.81% and SCH is down 2.81%. Budget cuts may happen if enrollments do not improve.
  - d. COVID-19 Classroom Notification
    - i. When a positive case occurs in a class the faculty will need to notify the class. Fawzi will be the primary contact for the college.
    - ii. Plexi glass shields will be installed in each classroom.
    - iii. An email update will go out from the Provost’s Office.
    - iv. The Dean will go over new guidelines at the faculty/staff meeting.
  - e. Overloads APS 810701
    - i. The university has set a rate of \$1,000 per credit hour, but we are able to ask for exceptions for specific courses and programs.
    - ii. The Leadership team discussed what should be presented as an alternative rate for COBA. The Dean will address this issue in his next one on one with the Provost.
  - f. Search Committees – Training for faculty search committees is being considered. The Chairs discussed the differences in searches across disciplines and all agreed they are not sure how beneficial this training would be to the committee members. This will next be presented at the Council of Chairs meeting for consideration.
3. COBA Tutoring and ASC. Dr. Robinson gave a brief update from the meeting with ASC. All tutoring will be moved to the library as of fall 2021. The faculty responsible for the tutoring schedules will still have that responsibility. A document is being created to update the student tutors.
4. Miscellaneous.
  - a. Faculty/Staff Meeting – The Dean went over updates and the order of topics he will cover at the fall meeting.
  - b. Classroom Technology – Brandon and Katie have finished updating the cameras in all classrooms (not auditoriums). Brandon is creating short instructional videos to help the faculty use the new software for capturing the whiteboards. An email will go out before classes begin.