

# COBA LEADERSHIP TEAM MINUTES

Thursday, October 7, 2021

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

1. Approval of Minutes. Minutes for September 23<sup>rd</sup> were modified and approved.
2. CAD Updates. The Leadership Team received the Dean's notes from CAD prior to this meeting.
  - a. Peer Reviews – Academic Affairs is considering a move toward peer reviews of teaching. A rubric used to conduct such reviews would need to be created. This topic will be discussed again to assist with the possible implementation.
  - b. Overload Compensation – The proposals have been submitted to the auditors.
3. Follow-up Items.
  - a. Strategic Plan – The Leadership team reviewed metrics for evaluating progress on implementing COBA's strategic plan. A plan for collecting data to help establish a benchmark was discussed.
  - b. AoL – Dr. Jesswein went through issues in AoL that need to be clearly defined. Responsibilities and consequences for not following through with committee assignments were discussed. The Chairs will send suggestions to Dr. Jesswein to improve and move forward with the process.
  - c. COBA Committees – Dr. Robinson gave an update of COBA Committees/Workgroups (Marketing & Communications and Career Readiness) and several upcoming meetings.
4. DEI Updates. (Dr. Simmons)
  - a. DEI Survey – A survey will go out to COBA faculty and staff on Monday, October 11<sup>th</sup>.
  - b. Mission Statement Update – The Leadership Team reviewed suggested changes. Suggested changes will be shared with the faculty at the November 17<sup>th</sup> meeting.
  - c. Master DEI Syllabi Statement – The DEI Syllabi statement will be optional and available to all faculty. It will be reviewed and if approved, presented at the November 17<sup>th</sup> meeting.
5. Assessment of Written Communication (AWC) Process. COBA will need to collect 250 individual writing samples from upper-level courses to submit by the end of the semester.
6. AA Plan Goals. Dr. Simmons gave an overview of Academic Affairs' goals and benchmarking.
7. Miscellaneous.
  - a. Career Readiness – Career Readiness Week will begin next Monday. Dr. Robinson asked that the Chairs help spread the word to all students.