COBA LEADERSHIP TEAM MINUTES
Thursday, January 25, 2022

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

1. <u>Evaluations, Feedback and Faculty Development</u>.
    a. Departmental Procedures.
        i. Management, Marketing and Information Systems (Kohers) – He evaluates and creates a form (PDF) for each faculty member to sign, either by meeting with him to discuss their scores, or signing the form electronically.
        ii. Accounting (Morris) – He creates a form with scores and schedules a 30-minute meeting with each faculty member to review and discuss. He also lets them know ways to improve their scores for the next year. Each form is signed, and a copy placed in their file.
        iii. Economic and International Business (Frank) – The department has a form to use as a guide of what to submit during this process, this also includes a self-evaluation form. He gives them data from previous year's and goes over way to improve their scores. He also makes himself available for meetings if requested.
        iv. General Business and Finance (Robertson) – The department sends out a self-evaluation form for the faculty to submit. He also still requires a hard copy binder of all documents being submitted for review. When his evaluation process is complete, he sends an email out to all faculty requesting they come by his office to discuss and sign their form. During these meetings he discusses ways to improve their scores. Dr. Robertson does not pursue faculty who do not wish to come by his office.
    b. Development and Suggestions for Improvement.
        i. COBA has a Faculty Professional Development Committee and a Teaching Effectiveness Committee to assist with suggestions for improvement and development.
        ii. Establish a "best practice" that is college wide for more uniform guidelines.
        iii. Leadership Team suggestions and talking points for development and improvement.
            o Should we establish a list of opportunities for faculty to assist them with improvement? (Muehsam)
            o Providing tools maybe an effective way of improving performance. (Robinson)
            o Use tenured faculty to assist tenure-track faculty with classroom instruction techniques. (Robertson)
            o Create a committee of senior faculty members to help revitalize and motivate other faculty members. (Robinson)
            o Creating a broad solution may be a difficult task for such individualized situations. (Kohers)
            o Create a professional development plan to give faculty motivation. (Noman)
            o Create guidelines for struggling faculty to assist with improvement. (Simmons)