

# COBA LEADERSHIP TEAM MINUTES

March 27, 2015

Present: Doug Berg, Gloria Buchanan, Kurt Jesswein, Gerald Kohers, Juliana Lilly, Philip Morris, Mitchell Muehsam, and Valerie Muehsam.

1. Approval of Minutes from February 27, 2015. The minutes were modified and approved.
2. Smith-Hutson Scholarship Program.
  - a. Increase in students. This is the second year that the scholarship program has been opened to all majors. There were 350 applications this year. There may be 100 new scholarships awarded this year.
  - b. Space needs. Growth in the program will also affect future space needs.
  - c. Staff needs. A new staff member was requested to help administer the scholarship program.
3. Summer Research Grants. The Leadership Team discussed the proposals that were submitted for summer research grants. The Leadership Team will have a discussion on summer research grants during the summer retreat.
4. President's Cabinet/CAD Meeting. There will be a President's Cabinet/CAD Meeting next week. Each Vice President will give a presentation on their division. Each Dean will give a twenty minute presentation over how initiative money was spent and how they will use the new initiative money they are requesting.
5. CAD Items.
  - a. "W" classes. Each college will monitor classes with the "W" designation. The Leadership Team discussed the value of the "W" designation on classes and they came to a consensus that they do not support the "W" program as it is currently constituted. The chairs are in favor of no longer having "W" designated classes. The Dean will let the Provost know the college's position on "W" classes.
  - b. International Programs. Students that sign up for a study abroad course will be charged an International Program fee. The chairs were reminded that faculty creating such courses must include the fee in their budget.
6. Miscellaneous.
  - a. Class Capacity. The Dean is going to check to see if the class capacity can be done at the department level.
  - b. Prerequisite Override. The departments are having to do prerequisite overrides for Summer II courses since Summer I and Summer II are listed as one Summer Session. The Dean will follow up on this.
  - c. Online Courses. There is a high demand for online courses. The college needs to find a way to offer more online courses.
  - d. Major Declarations. The chairs would like for major declarations be submitted electronically.
  - e. Saturdays@Sam. Saturdays@Sam will be held this Saturday from 9:45am to 11:00am. There is also a college open house from 11:00am to 2:00pm.
  - f. Inroads. Inroads Internship program will be held on April 7<sup>th</sup>.

- g. Leadership Team Retreat. The Leadership Team Retreat is scheduled for May 13<sup>th</sup> and May 14<sup>th</sup> (if needed).
- h. IDEA Forms. The IDEA forms may be distributed to classes beginning April 20<sup>th</sup>. They are due May 1<sup>st</sup>.
- i. HR issues. The question was raised as to the role of HR in the hiring process. Specifically, HR currently requires the chairs to collect HR paperwork for faculty hires and student workers. Dr. Muehsam will bring this issue up with Provost Hebert.