

COBA LEADERSHIP TEAM MEETING MINUTES

Friday, January 13, 2012

Present: Roger Abshire, Leroy Ashorn, Doug Berg, Ed Blackburne, Gloria Buchanan, Kurt Jesswein, Philip Morris, Mitchell Muehsam, and Valerie Muehsam.

1. Approval of Minutes from December 16th. The minutes were modified and approved.
2. Spring Faculty Meeting. Dr. Muehsam went over the agenda for the Spring Faculty Meeting that will be held on Tuesday, January 17th. Agenda items included COBA initiatives, FES submission, summer research grants, budget, enrollments, speakers/events, study abroad, and reminders.
3. HEAF Funds. There is \$84,000 available in HEAF funds. Dean Muehsam asked the chairs to be prepared to discuss HEAF requests at the next meeting.
4. President's Retreat & CAD Items.
 - a. Leveraging scholarships. The President and Enrollment Management asked Deans to use scholarships to enhance enrollment and retention. Enrollment Management would like financial aid and scholarship packets to be ready by March 1, 2012 for freshmen and April 15, 2012 for returning students. They would also like SDRs to be completed at the same time that scholarships are awarded.
 - b. Performance Indicators. At the retreat, performance indicators, such as retention rate and graduation rate were discussed.
 - c. HR policies. There is a proposed Senate Bill (SB1414) relating to training for recognition and reporting of suspected cases of sexual abuse and child molestation. If passed, it will most likely be incorporated in EEO training.
5. Summer and Fall Schedules. The chairs and Dr. Ashorn worked on summer and fall schedules.
6. Summer Research Grants. Faculty will need to let their chairs know by Friday, January 20th, if they want to serve on the Summer Research Grants Committee. The committee will need to create guidelines for the summer research grants by February 15, 2012. The Leadership Team will review and approve the guidelines. Faculty cannot teach more than two courses during the summer and be eligible for the summer research grant.
7. Miscellaneous.
 - a. Study Abroad Scholarships. Study Abroad in Japan, Costa Rica, and China will each receive \$20,000, \$10,000, and \$7,500 respectively for scholarships.
 - b. The application deadline for Study Abroad in China is February 15, 2012.
 - c. There is a problem with GPA calculations in DegreeWorks when there are repeats of classes.

