

COBA LEADERSHIP TEAM MINUTES

March 28, 2014

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

1. Approval of Minutes from February 28, 2014. The minutes were approved.
2. Mission. The dean had asked Dr. Lilly to work on the mission statement. She came up with a draft. The dean met with each of the chairs about the proposed mission and they made some suggestions. The new mission was approved by the Leadership Team. The Leadership Team also worked on the vision and core values for the college. The new mission, vision, and core values will be presented at the faculty and staff meeting on April 22, 2014.
3. Faculty Qualifications. The 2013 standards for AACSB created a new matrix for faculty qualifications: Scholarly Academics (SA), Professional Academics (PA), Scholarly Practitioners (SP), and Instructional Practitioners (IP). AACSB set guidelines for the minimum percentage of faculty that have attained the various classifications. SA must be greater than 40%. SA + PA + SP must be greater than 60%. SA + PA + SP + IP must be greater than 90%. When the review team visits, they may request a breakdown by department, discipline, undergraduate/graduate, college, online, and location. Percentages per faculty will be based on time devoted to the mission. For example, tenured/tenure-track faculty will be 100% and adjunct faculty teaching four courses will be 100%. The Leadership Team approved the minimum level of productivity needed for each of the four classifications.
4. Internships. Dr. Lilly came up with a proposal for internships. It would include an information session to explain the importance of internships and how to search for internships. Some internships may count for academic credit and some may not. The students will be invited back for a professional development workshop. They must dress professionally, bring a resume, transcript, and at least two internship job posting to be able to attend. After the professional development workshop, the student can schedule a mock interview with career services. Dr. Lilly will be the coordinator. For successfully placed internships, Dr. Lilly will contact the hiring manager to thank him/her. The proposed program will not interfere with internships processes that are already in place.
5. Sedona. Dr. Lilly has been looking at information in Sedona. There are inconsistencies in items that are scanned in Sedona. Articles should be scanned in Sedona. The departments need to make sure that their faculty information is up-to-date in Sedona. Items need to be scanned under the Member ID not the Department ID. By next fall, everything in Sedona needs to be accurate and up-to-date. There needs to be training on Sedona.
6. Meta Assessment. COBAs assessments were assessed. There were two raters: Dr. Berg and an outside person. Overall, the college received an acceptable rating, with some areas that need improvement. The college has three weeks to respond.
7. Online class sizes. Will be discussed at the next meeting.
8. Saturdays@Sam. Saturdays@Sam will be held on Saturday, March 29, 2014.
9. CAD Items.

- a. President's Cabinet/CAD meeting. CAD will be meeting with the President's Cabinet next week. Each dean and division will be presenting their initiatives. The president wants to make more data driven decisions in the future.
- b. Chair workload.
- c. IDEA timeline.