

## **COBA LEADERSHIP TEAM MINUTES**

**May 3, 2017**

Present: Gloria Buchanan, Mark Frank, Kurt Jesswein, Gerald Kohers, Philip Morris, Mitchell Muehsam, Valerie Muehsam and Joey Robertson.

1. Presentation by Mary Holland. Mary Holland gave a presentation on the classification of labs and utilization of classrooms in the Smith-Hutson building. Some labs may need to be reclassified as classrooms before the next audit. Classroom u
2. Approval of Minutes.
3. CAD Updates.
  - a. "W" classes. Some of the other colleges have policies on "W" courses. Our college has three writing enhanced courses. "W" courses are not designated on the transcript.
  - b. SDRs. Dr. Thielemann asked the Deans if their colleges could submit their SDRs by March 1<sup>st</sup>. The Dean asked the chairs about their concerns and if their committees could meet a few weeks earlier. The Dean will bring concerns to Dr. Eglsaer at their next one on one meeting.
- 4.