COBA LEADERSHIP TEAM MINUTES

September 8, 2017

Present: Gloria Buchanan,

Minutes for 7/19, 8/3, and 8/14-8/16 were r

th.

c. COBA Alumni Networking Reception will be held on Tuesday, September 26th, at the Berryhill Cantina in the Woodlands.

4. CAD Items.
   a. Harvey discussions. Will be discussed at next meeting.
   b. Graphics Design minor.
   c. New Associate Vice Provost is Chris Maynard.
   d. Fall 18 7B-semester admissions. Will be populated after September 15th.

5. <u>Miscellaneous.</u>
   a. Potential New Hires. The Dean will contact Norma O'Bannon in the Travel and Disbursements office in regards to paperwork required for potential new hires in order to be reimbursed for travel.
   b. Membership Fees. Must have pre-approval from VP Finance before membership fees can be paid.
   c. Academic Dishonesty. The Dean will contact Dean Yarabeck in regards to creating a form for students who commit academic dishonesty.
   d. New Faculty Breakfast is scheduled for Tuesday, September 12th.