

# COBA LEADERSHIP TEAM MINUTES

Wednesday, August 5, 2020

Present: Mark Frank, Kristina Grimes, Kurt Jesswein, Gerald Kohers, Philip Morris, Mitchell Muehsam, Fawzi Noman, Joey Robertson, and Shani Robinson. (Virtual Meeting)

## 1. CAD Updates.

- a. Face Coverings.
  - i. Everyone on campus must wear a face covering unless they have a documented accommodation.
  - ii. Faculty may wear a face shield while teaching only.
  - iii. Guidelines for reporting students that do not want to wear a mask were reviewed.
- b. Late Add/Drops – Last day to add/drop has been moved to the 8<sup>th</sup> class day for Fall 2020 only.
- c. Student/Faculty 100% Remote Request Communication – Students do not have to give a reason when requesting the remote option. An automated process is being developed and will be put in place as soon as possible.
- d. Academic Suspension and Probation Policy Review – The Academic Suspension & Probation policy was reviewed and approved by CAD.
- e. Attendance Policy – An official attendance policy has not been put out for the fall semester as of now.
- f. Remote Work Request – A separate form for faculty and staff will be available to request to work remotely due to childcare issues through the fall semester.

## 2. Fall 2020.

- a. Faculty/Staff Meeting – The Dean went over topics that will be covered in the faculty/staff meeting on August 13<sup>th</sup> (virtually). He also requested pictures of all the new faculty so that he can introduce them to everyone during the meeting.
- b. PPE Bags – A bag will be placed in each of the faculty/staff members offices on Monday, August 10<sup>th</sup>.
- c. Departmental Offices – Departmental offices should remain open during business hours beginning Monday, August 10<sup>th</sup>.

## 3. Miscellaneous.

- a. COBA Events – The Dean asked for suggestions for fall events. Many of the usual COBA events will have to be done virtually or altered to stay within recommended guidelines. The Dean and Julie Campbell will discuss options for meeting with the student organization presidents.