

COBA LEADERSHIP TEAM MINUTES

Thursday, November 18, 2021

Present: Mark Frank, Kristina Grimes, Kurt Jesswein, Gerald Kohers, Philip Morris, Mitchell Muehsam, Fawzi Noman, Joey Robertson, Shani Robinson and Aneika Simmons.

1. Approval of Minutes. Minutes for October 21st were approved.
2. CAD Updates. The Leadership Team received the Dean's notes from CAD prior to this meeting.
 - a. Student Success, Retention, and Engagement Update.
 - i. Priority 1: Increase Enrollment Spring 22 and Fall 22 – The college will receive a contact list for prospective students. COBA will send emails encouraging students to registrar for classes in spring 22 and fall 22.
 - ii. Priority 2: Increase Successful Onboarding of Freshman – The university will make a change to freshman math classes. Freshman will be able to take the required math in the first or second semester. A hold in Banner will help guide registration efforts.
 - iii. Priority 3: Improve Effectiveness and Efficiency of Course Scheduling.
 - o Megan St. Vigne has met with the Chairs to discuss possible changes to scheduling and a report will be generated with recommendations.
 - o Utilizing common textbooks for large multi section courses is being looked at by a workgroup to examine the benefits.
 - b. Academic Instructional and Research Personnel Policy (section 6.02) – The Dean reviewed wording in section 6.02 concerning the “recording” of questions and answers during the interview process. Softening this wording is being considered.
 - c. Provost Leadership Announcements.
 - i. The question was discussed if associate deans should be allowed to attend departmental meetings. COBA leadership agreed this is not an issue in the college.
3. COBA and Departmental Websites Photo Updates. All departmental and COBA websites need to have photos of faculty and staff updated as soon as possible. An email will be sent out with information on dates and times to have a photo taken on campus.
4. Updates from Departments.
 - a. Scheduling – Issues with rolling schedules from previous semesters were discussed. The possibility of being able to dump the schedule into a spreadsheet would assist the Chairs and make changes easier to execute. The Dean will attempt to meet with the Provost next week to discuss

6. Miscellaneous.

- a. Holiday Celebration – The COBA Holiday Celebration will be held on December 12th.