

# COBA LEADERSHIP TEAM MINUTES

March 7, 2018

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

1. Approval of Minutes. The minutes were modified and approved
2. Budget
  - a. Summer Research Grant Proposals are due Friday, March 2018.
  - b. Initiative Funding. The college will be meeting with the Budget Office on March 12 about New Initiatives requests. The Dean will give a presentation at the Cabinet meeting in April. The college will also have submit a New Initiative request for the additional DLF revenue anticipated in FY2019.
  - c. HEAF requests. The college will submit HEAF requests for copiers, technology needs, and items for the Center of Innovation and Technology.
  - d. Five year plan. The college will be submitting a five year plan as part of the budget process.
3. AACSB.
  - a. SA/PA/SP/IP standards. The Leadership Team discussed what activities faculty must do in order to maintain their qualifications. The Leadership Team will continue discussion at the next meeting.
4. Curriculum
  - a. Excel skills. The college would like to improve the Excel skills of its students. Dr. Robertson will seek input from Dr. Funck
5. CAD Items
  - a. Field of study. The Coordinating Board is working with community colleges to come up with a list of courses that must transfer to any public college in Texas and count towards a degree
  - b. DO update. Consultants will be on campus to review the proposed DO program on Wednesday, March 28, 2018
  - c. Faculty office hours. There have been complaints that faculty have not been available during their office hours.
  - d. Faculty responsibilities. It was suggested at CAD that a faculty handbook be created listing the minimum responsibilities that are expected of all faculty members.