

# **COBA LEADERSHIP TEAM MINUTES**

**Wednesday, March 6, 2019**

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

1. Approval of Minutes. The minutes were approved.
2. Overview of CAD Meeting.
  - a. Graduate admissions software. Two employees from each college will be trained on the new graduate admissions software. Mr. Thaler and Ms. Marek will be trained from our college. Dr. Jesswein will also participate in the training session.
  - b. Recommendations from student government. Student government recommended two items to be added to the syllabi. CAD decided not to add those items to the syllabi.
  - c. IRB policies. The Office of Research and Sponsored Programs would send a synopsis to the Deans when there are changes to IRB policies.
3. Space utilization. The President is very concerned about SUE scores. The SUE score would increase if classrooms across campus were eliminated. It was recommended by the Space Utilization Committee that five classrooms be taken down (repurposed) for fall 2020 (earlier, if possible). The Provost asked each Dean to come up with a plan for a classroom to come down.
4. Quality ICs. The Leadership Team reviewed and approved the IC policy. Dr. Jesswein will email the policy to the Dean so he can send to the faculty.
5. Summer Research Grants. The Leadership Team updated the policy. Deadline for proposals is March 29, 2019. Grant award recipients will be notified by April 18, 2019. The Dean will send an email about summer research grants to the faculty.
6. Curriculum Changes.