

# COBA LEADERSHIP TEAM MINUTES

Thursday, March 25, 2021

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

1. Approval of Minutes. Minutes for March 4<sup>th</sup> were approved.
2. CAD Updates.
  - a. Cabinet Updates.
    - i. COVID guidelines – Changes to CDC guidelines are moving towards making a “normal” fall semester.
    - ii. Compliance Office – Dr. Maynard is overseeing the hiring of staff to complete the Compliance office.
    - iii. Senior Associate Dean – The President will ask deans to start accompanying her on donor visits. Anticipating that, at times, the dean may be off campus for prolonged periods of time, a formal position name will be requested for the associate dean who will assume signature authority during these time periods. The name may be “Senior Associate Dean”.
  - b. Vice Provost Report.
    - i. COVID Group – The vaccine will be available to all adults in Texas as of March 29<sup>th</sup>. The deans have been asked to encourage their faculty and staff to get the vaccine.
    - ii. Commencement – Faculty will not be asked to attend any of the nine ceremonies due to space issues.
    - iii. Textbook Deadline – The deadline for submitting textbooks for the fall is April 1<sup>st</sup>. By law, if a course has student enrollment it must have a book assigned. Julie Schwab has been asked to work with the bookstore to develop a plan for handling courses scheduled with zero enrollment (ghost sections).
  - c. Requisition of Course Instructional Materials Policy Review – The Leadership reviewed the policy. All custom course packets must now be made by the SHSU print shop. The Policy will take effect in spring 2022.
  - d. Budget Retreat – This meeting will be streamed live. The Dean will have a strict fifteen minute time limit to make his presentation and tell COBA’s story.
3. Open Lines. Accounting and General Business & Finance have both filled an open line for fall 2021. The Dean encouraged all the Chairs to fill any open lines they have in their departments. This will reduce the number of overloads for the college.
4. Final Exam Schedule (Jesswein). The Chairs will reach out to faculty in their department to find out if they intend to have a face to face final and look for conflicts. This will be revisited if necessary, to work out changes that are needed.
5. Summer Scholarships. The college will award \$52,000 in summer scholarships. The criteria for selecting recipients will be any currently enrolled graduate or undergraduate students in good standing (undergraduates must have a 2.5 or greater GPA) based on academic merit as well as a consideration of financial need (students will be asked to include an essay describing their need). The COBA scholarship committee will select all recipients.

6. AACSB. The Leadership Team will establish a plan to address areas noted in the report. Dr. Jesswein is putting together a summary regarding the AoL process and the team will revisit this with ideas at a future meeting.
7. Technology Update (Fawzi).
  - a. All 4K webcams and cables have been installed in the classrooms. Once the software is in place it will allow the faculty to capture the entire white board. Fawzi believes it will be operational by the summer semester.
  - b. Discussion on creating a VDI for COBA has been started with IT.
8. Miscellaneous.
  - a. Workload – The Leadership Team reviewed the COBA section of the handbook. They discussed rewording Section D. Dr. Kohers and Dr. Morris will come up with suggested wording to be reviewed.
  - b. Faculty Titles – Title options for lecturers will be discussed at the next meeting.
  - c. DLF – The Dean has asked for a memo from the Budget Office to verify that will be able to use 35% of DLF for purchases that are