

# COBA LEADERSHIP TEAM MINUTES

Thursday, October 21, 2021

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

1. Approval of Minutes. Minutes for October 7th were modified and approved.
2. CAD Updates. The Leadership Team received the Dean's notes from CAD prior to this meeting.
  - a. Promotion and Tenure Process (APS 900417) The process of notifying candidates through each step was discussed. The suggestion of copying the candidate when a memo is sent forward by the DPTAC Chair, Dean and Provost to keep them informed of the progress will be presented to the Faculty Senate for approval.
  - b. Strategic Planning Steering Committee Update – The Dean reviewed questions (see below) that may be covered at the meeting on Monday, October 25<sup>th</sup>. He asked the Chair to send him input for answering these questions by Friday.
    - i. How have the needs and expectations of students, prospective students, and parents changed?
    - ii. What has changed in the workplace of companies and organizations that will hire our graduates? How have their expectations of our grads changed?
    - iii. How has our economy changed and what are economic forecasts telling us?
    - iv. How have expectations of our faculty and staff changed?
    - v. How can we create an aspirational and meaningful shared institutional vision for the future?
    - vi. How can we make Sam Houston State University distinctive? How can our plan reflect the university's becoming an official Hispanic Serving Institution in 2023?
  - c. Watermark – The university will be adopting Watermark. An implementation plan and training will be developed. The Deans shared the discussion of possible funding sources.
  - d. TRBs – The bonds for the Allied Health building and the new Instructional building were approved

- a. Strategic Plan Metrics – The Dean and Fawzi will work together to create a Qualtrics survey to collect data for the planned metrics.
  - b. Assessment of Written Communication (AWC) – Dr. Jesswein will be collecting writing samples to submit from each of the departments.
5. International Business Major & General Business Administration Major. The Leadership Team discussed follow up issues on the recommended changes and how to move forward. Creating structure and flexibility for online majors will be part of the discussion.
6. Miscellaneous.
- a. Review of Draft Emails.
    - i. Research email – An email/survey will go out to COBA faculty to collect information to help improve data collection assisting with research.
    - ii. MBA Networking email – An email will go out to COBA faculty announcing the MBA brunch event to be held at Jasper's on Sunday, October 24<sup>th</sup>. The MBA Student Association has already sent an announcement to all MBA students.
  - b. Holiday Celebration – COBA is exploring the option of holding our holiday celebration off campus this fall.
- M i s c e l l a n e o u s . Q u a l t r i c s