

# COBA LEADERSHIP TEAM MINUTES

January 18, 2017

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

1. Approval of Minutes The minutes from December 14, 2016 were approved. The minutes from January 6, 2017 were modified and approved
2. Master Syllabi Dr. Jesswein created a master syllabus template and shared it with the chairs so that they could give it to their faculty to create master syllabi for each course in their department. Master syllabi are due to the Department Chairs by April 13, 2017. All master syllabi should be finalized by May 5, 2017.
3. Study Abroad Currently, COBA provides scholarship funds to support study abroad programs. The Leadership Team discussed developing a process for funding scholarships for new study abroad programs. The Dean will email the faculty about the new process for requesting scholarship funds for study abroad programs. Requests will be due by the last Friday in April.
4. IDEA Scores Discipline specific information is still missing from evaluations for fall 2016. The College will use the IDEA Scores that are the most consistent for the faculty. Dr. Kohers is going to run another analysis and bring the data to the next Leadership Team meeting
5. Miscellaneous
  - a. Office Allocations Will discuss at a future meeting
  - b. Long Term Scheduling. Will discuss at a future meeting.
  - c. Ideas for the Provost. The Dean asked the Chairs to brainstorm ideas to bring to the Provost.
  - d. Academic Dishonesty. There are still some issues with academic honesty in regard to courses. The Dean will talk to Dean Yarabek about academic dishonesty