

# COBA LEADERSHIP TEAM MINUTES

Wednesday, October 17, 2018

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 modified and approved.
2. Learning Retreat Review. The Leadership Team discussed the Learning Retreat that was held on October 12<sup>th</sup>. Since the University is going to MWF classes, the Learning Retreat will probably be two or three short meetings instead of one long meeting. The goal is to share best practices and help faculty get better at teaching.
3. MWF scheduling. Department schedules will need to be approved by the Dean. TWC Courses will have to be 01.01.0e(p)7 (b)527 (c)1e2g|022u|08 11522a. Will (same) 6T 0 031c|e|6| at 08 115272 12 (i)2.f. 8)t0 classes.
4. CAD update.
  - a. Revised FES related policies. A CAD committee is still working on FES policies. They are due in three weeks. The revised FES policies need to get to a point where it can be sent to the Faculty Senate. Then eventually Town Hall meetings will be held.
  - b. APC (EAB) Faculty Access. The Dean asked the Leadership Team if they want access.
  - c. Hybrid Courses. There was some discussion on Hybrid courses at CAD. Dean Muehsam will discuss with the other Dean that brought up the topic. The college will need guidance on how to set up hybrid courses.
  - d. Proposed Modified Instructional Duties for Significant Life Events. The policy was not approved since it only applied to faculty.
5. Miscellaneous.
  - a. Curriculum Assignments.
    - i. Excel examples. The Dean asked the Chairs to ask their faculty to create Excel examples by end of February to be used in their courses to reinforce the lessons from the computer literacy class.
    - ii. Introductory Business Course. The Dean asked the Chairs to ask their faculty if the