

# COBA LEADERSHIP TEAM MINUTES

Thursday, April 9, 2020

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 26<sup>th</sup> and April 3<sup>rd</sup> were modified and approved.
  
2. AALT/CAD/Cabinet Updates.
  - a. Incompletes – The Dean let the Leadership Team know that he had spoken with the Provost regarding their concerns with encouraging incompletes and it should be handled on a case-by-case basis. The Provost's letter to students had a good tone and encouraged students to work with faculty during this difficult time to complete classes.
  
3. Course Scheduling (Dr. Jesswein).
  - a. Long-term Schedules – The Leadership Team reviewed the basic guidelines and minimums frequency of offerings for scheduling. The Dean added that our sections typically exceed the minimums.
    - i. TWC Daytime and Evening Classes – The Leadership Team reviewed the structure of offered classes that is already in place. Dr. Jesswein asked each Chair to review their frequency of offered classes and mark any changes on the spreadsheet he has provided. This will help to provide the Sam Center with an outline of offered classes to aid with advising.
    - ii. Scheduling of 7A/7B Courses - The Dean discussed the 7A/7B courses that we should offer going forward. The decision was made to offer BANA 3363 (7A), MGMT 3370 (7A), FINC 3320 (7B), and MKTG 3310 (7B) for the spring 2021 semester. The Leadership Team agreed that waiting a full academic year would be best before making changes to courses offered in this format. The Dean will reach out to Bill Angrove to check on marketing for 7A/7B courses.
    - iii. Graduate Programs – Dr. Jesswein went over spreadsheets of the current layout of schedules for the graduate program. The Leadership Team set the goal to change the schedule to 100% online 7A/7B classes by the fall 2021 semester. Dr. Jesswein and Mr. Thaler will work on a proposed schedule for the Chairs to review.
  
4. Strategic Planning.
  - a. Remote Contingency – The Dean requested the Chairs have a definitive plan for covering for faculty who become ill with COVID-19. The plan will then be shared with Provost. The Chairs all agreed that with the amount of variables in each situation that it may be best to give a general statement reinforcing that COBA has discussed these types of situations and will be able to cover affected courses.
  - b. Lessons Learned – The Dean requested the Chairs track lessons learned during the COVID-19 changes (good and bad). At the appropriate time, we will meet with faculty/staff to discuss the lessons learned.
  - c. DLF Allocations – The Dean would like to plan a meeting, in the next month or so, to discuss FY21 DLF all

