COBA LEADERSHIP TEAM (CLT)

Thursday, November 3, 2011
2:00-4:00pm, Glass 400B

MINUTES

Present: Dean Stephanie Bryant, Sandy Culver, Kate Mendenhall, Rowena Stone, Drs. Elizabeth Rozell, Dick Williams, Jerry Chin, Kent Ragan, Barry Wisdom, Ron Coulter, Shawn Strong

Guests: Don Hendricks, Stacey Funderburk, Sara Clark

1. Dean’s Update
   Stephanie Bryant
   a. Guests from University Communications: Don Hendricks, Stacey Funderburk, Sara Clark
      i. What can University Relations help COBA with in their long range plan?
         1. Enrollment
         2. Faculty Database
   b. COBA Budget Committee
      i. Faculty publications/recognition program
         1. Faculty Executive Committee’s input
      ii. Recognition at the college level
      iii. Building updates
         1. Carpet cleaning
         2. Steam cleaning of bathrooms
         3. Landscaping
      iv. Classroom upgrades
         1. Dean will meet with higher administration to get answer to our proposal
      v. Broken furniture
      vi. Full time communications/PR/external relations/event planning hire
      vii. Per course faculty pay raise
      viii. Executive board room
      ix. Creating a new space for students
      x. Student Success Center
      xi. Budget assumptions
   c. Strategic planning
      i. First meeting on November 11th
      ii. Faculty Executive Committee and Department Heads
      iii. Review Mission Statement
      iv. Review Strategic Goals and Initiatives
   d. Enrollment initiatives
      i. Campus wide push for enrollment
      ii. College deans have been tasked with finding ways of increasing
summer school enrollment

iii. More evening and on-line courses

iv. Department Heads tasked with finding additional summer school courses

e. Classroom Upgrades
   i. Carpet proposal
   ii. COBA will fund some upgrades if not approved by higher administration

f. Classroom Scheduling Priorities
   i. Space Allocation Committee is working on a policy that will be posted on scheduling website
   ii. Colleges should have top priority for classrooms
   iii. Mass lectures
   iv. Libby has been charged with scheduling for Fall 2012

g. COBA Career Fair
   i. Provost has agreed to cancel classes during the hours of the career fair
   ii. 10 A.M. – 3 P.M.
   iii. Part 1 Workshop
      1. Resume building
      2. Dress for Success
   iv. Part 2 Workshop
      1. How to interact at Career Fair
      2. Will be scheduled closer to the date of the Career Fair

h. COBA Holiday Party (12/9)
   i. Potluck

i. Dean’s e-mail archiving
   i. Deans’ and higher administrations’ e-mail will be archived
   ii. Archived for 7 years
   iii. All incoming, outgoing and junk mail will be archived
   iv. Sunshine Law applies

j. COBA Cares
   i. COBA to be more visible in the community
   ii. Develop a program to get COBA out in the community more
      1. Team building
      2. Kick-off event
      3. Decide how often we would hold events
      4. Raise money to donate to organizations
   iii. CLT tasked to bring ideas to next meeting

2. Exam Retention Policy

   a. No policy at the college or university level
   b. Develop a policy for COBA
      i. Unanimously decided upon retaining exams for 1 year after the semester

Stephanie Bryant
3. COBA Scholarships  
   a. Changes proposed by the Scholarship Committee Chair  
      i. Procedures/guidelines for the committee  
      ii. Process for determining needs of students  
      iii. Move the banquet from spring to fall  
         1. Allow committee more time to review applicants  
         2. Allow time for FASFA information to determine applicants’ financial need  
   b. CLT members’ opinions:  
      i. Have separate ceremony in Spring for award recipients  

4. Transfer Credit  
   a. Develop a policy for COBA for accepting transfer credit  
      i. If an institution is AACSB accredited, we would accept the credit for upper level classes  
      ii. Exceptions and discretion up to Department Heads  

5. Department updates  
   a. Department heads gave two minute updates on what is happening in their departments.  

Meeting adjourned at 3:40 P.M.  

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**Fall 2011 Calendar Notes**  

**November**  

9  
Dept. Heads complete their assessments & submit recommendations  

11  
Strategic Planning Meeting  

11  
Last day to drop a full semester class  

14  
Dept. Heads submit all dossiers to Dean  

22  
Last day to drop a 2nd block class  

23  
Deadline for Deans to notify Provost of recommendations for non-appointment of 2nd year faculty  

23  
Thanksgiving Break – No Classes/Offices Open  

24  
Thanksgiving – No Classes/Offices Closed  

25  
Thanksgiving Break – No Classes/Offices Closed  

**December**  

8  
Last day of Fall semester classes  

9  
COBA Holiday Potluck  

10-15  
Finals week  

13  
Deans complete assessments and submit recommendations to applicants  

16  
Fall Commencement  

16  
Deans sent Tenure and/or Promotion dossiers to Provost’s Office  

22-Jan 2  
Holiday Break