

***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 11<sup>th</sup>
    - 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

*Stephanie Bryant*

- 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

3. COBA Scholarships *Stephanie Bryant*
- 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 *Libby Rozell*
- 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 *Department Heads*
- a. Department heads gave two minute updates on what is happening in their departments.

Meeting adjourned at 3:40 P.M.

**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 2 <sup>nd</sup> 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