

COBA LEADERSHIP TEAM (CLT)

Thursday, December 1, 2011

2:00-4:00pm, Glass 400B

MINUTES

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

1. Welcome and Announcements *Stephanie Bryant*
Dave Meinert
 - a. Dr. Rozell has been appointed to the Associate Dean position.
 - b. Sean Gong is the new China Programs Specialist
 - a. Sean is available to all COBA departments to help with any issues involving Chinese students.
 - c. Glass Hall mass furniture surplus
 - a. Scheduled pick up on December 15th
 - b. Graduate assistants will be asked to help
 - c. Furniture stored in the Northwest area of the building on the first floor
 - d. Please follow proper procedure in sending your surplus request to property control

2. Holiday Party/Canned Food Drive *Rowena Stone*
 - a. December 9th at 11:30 AM in Glass 436
 - i. Potluck
 - ii. Sharing of what we are thankful for/why we love COBA
 - b. Food drive to benefit The Kitchen.
 - i. Donation boxes are located in all COBA offices
 - ii. Representative from The Kitchen has been invited to the Holiday Party
 - iii. Four boxes of items have been collected so far. Let's try to at least quadruple that!
 - iv. Donations accepted through December 9th at the Holiday Party

3. MDI Update *Dave Meinert*
 - a. COBA has been consulting with Carrington on MDI's numbers
 - i. Looking at relocating MDI elsewhere on campus
 - b. Christie Englis, admin. assistant, transferred to another department
 - i. MDI needs help covering the front of the office for the next 2-3 weeks.
 1. Departments with two admin. assistants have been asked to help cover in the transition period.

4. Classroom schedule priorities *Stephanie Bryant
Libby Rozell*
- a. Space Allocation Committee is working on a policy
 - a. Policy so that colleges will have priority of classrooms if they have a need for it
5. ALC Updates *Stephanie Bryant*
- a. Summer school incentive program
 - i. Deans have been charged with increasing enrollment
 - 1. Deans proposed that if summer 2012 summer enrollment is higher than the past 3 year average, the college will keep 48% while the university gets 52%
 - 2. University wants there to be a 10% increase from last year's summer enrollment
 - b. Night class standard start times
 - i. MSU looked at OTC's night class scheduling to see what we can do to attract more night class students
 - 1. Proposed class times would allow students to take up to 6 or 9 credit hours worth of night classes
 - 2. The proposed model could be adopted for Fall 2012
 - ii. CLT response
 - 1. A class should be offered from 7:00 PM – 8:15 PM on MW evenings.
 - 2. Fall 2012 is too early to start the proposed model
 - c. Test proctoring
 - i. The University does not have the resources to continue funding exam proctoring for on-line courses
 - ii. In fall 2012, proctoring will become the faculty's responsibility
 - 1. Faculty will proctor exams for students that are in the Springfield area
 - a. Possibility of having a designated classroom in the College that could be used for proctoring
 - b. Suggested to put dates/times/room number of when/where tests will be in syllabus
 - 2. Proctoring for students not in the area will still be done at remote locations
 - d. Strategic investment package
 - i. Provost has one-time money that he is willing to invest in programs that show financial growth
 - 1. TCM currently has a proposal submitted
 - 2. Let Dean Bryant know of any ideas
6. Computer/Software changes *Ron Coulter*
- a. iMacs were removed by central computing and replaced with updated PCs
 - b. Software

- i. Central computing wants to load software on library computers
- ii. COBA wants software on COBA computers since it will only be used by business students
- iii. Limited to being installed on 40 computers
- c. Danny Winkler will talk to central computing about getting the iMacs back or replaced with updated iMacs and about the software issue

7. Sabbaticals *Stephanie Bryant*
 a. Two requests have been submitted

8. Department updates *Department Heads*
 a. Two minute updates were given on what is happening in the various departments

Meeting adjourned at 3:50 P.M.

Fall 2011 Calendar Notes

December

8	Last day of fall semester classes
9	COBA Holiday Potluck and canned food drive
10-15	Finals week
13	Deans complete T/P assessments and submit recommendations to applicants
15	COBA furniture surplus day
16	Fall Commencement
16	Deans sent T/P dossiers to Provost's Office
19	Final grades due by 10 A.M.
21	Faculty deadline to have AOL information to course coordinators
22-Jan 2	Holiday Break/University Closed

January

2	New Year's Day (Observed)/Offices Closed
3	Offices open
16	Martin Luther King Jr. Day/Offices Closed