

COB Council Meeting

Minutes for 1/10/18

1:30-4:00 PM

COB 103

Present: Burusnukul, Ervin, Gandonou, Haney; Hemley (1:43), Ho, Luhman, Mitchell, Parboteeah, Schneider, Stone, Wallace, Wiegel, Xavier,

Absent: Cole, Corbin, Greene, Takieddine and Zhang

Recording Secretary: Rolston

I. Minor Tasks, Announcements, Reminders

- A. Approval of Minutes from 11/29/17 Meeting
MOTION BY MR. MITCHELL, SECONDED BY DR. PARBOTEEAH: To approve the minutes from 11/29/17 meeting. **PASSED** 11-0-2
- B. Online Student Evaluations – *how did they go?* The due date went into finals week. They should not be given during finals week.
- C. Financial Aid Appeal – Jan 12 (Fri)-This has been postponed until sometime next week
- D. Spring Syllabi & Office Hours – *send to Jade and Kathie by Jan 12 (Fri)*
- E. New Scholarship Deadline – Feb 15 (Thu)
- F. Coffee Fund Contributions
- G. Photocopier Charges – *please use Printing Services*
- H. New Tenants! Dr. Gamble and Ms. Birdsong has moved into COB 169 and 170.

II. Guest-Mr. Ryan Roark, Director of DEO

- A. Blackboard Shells-The F2F class is the parent course. All the other courses are seen as the child when they are linked together in BB. Post everything in the parent course, if you post only for online make a not that it is only for online students. Changes must be done before school starts. If you want to share old videos you must us HTTPS. The s stands for secure.
- B. Traci Campbell

III. International Activities

- A. International Recruitment:
 - 1. Web page-up and running in Feb.
 - 2. China-the end of March Zhang, Long and Tian will be going to China to make new contacts at new universities.
- B. International Programs:
 - 1. Wiegel / Mexico-Wiegel is not going to Mexico but her exchange faculty is still coming here.
 - 2. Gandonou / Spain & France
 - 3. India-virtual recruitment Montgomery and Parboteeah

IV. Major Tasks

- A. Undergraduate Catalog Revisions
 - 1. Schedule-due March 1st. Please have your input to him by Jan. 24th. Next year the workload will be divided. In the fall FEC and Effectiveness Reports will be due and in the spring Program Review and Catalogue Changes will be due.
 - 2. Alignment of MFT and Content Matrix
- B. Capstone Presentations – *reevaluation*-Do we want to continue presentations? It is unfair to the f2f students. They get most of the critique good and bad. Groups need to be online if you are an online student and F2F if you are a F2F student.
- C. MBA Exit Survey-include SP 17, FA 18 and SP 18
- D. Bank Load Release Request Timeline-request must be made before registration is open. Check on Bank Credit for summer. You only earn banked credit for the Fall and Spring –the academic year.
- E. Revision to COB Faculty Manual-this is on the Z drive and has been emailed to you.
- F. Web Page Updates:
 - 1. PFP Work-application process up Feb. 1st.
 - 2. Faculty Research Statements-were due before today's meeting

V. ACBSP Site Visit

- A. Data Collection for 2017-18
- B. Getting Ready for Site Visit-should be in February or March. Team comes in on Sunday leaves Wednesday morning.
 - 1. What Happens When They Visit-Monday meet with President, VPAA, Dean and Assistant Dean. Luncheon set up for them to meet with current students and alumni. Will meet with HR and Registrar. Tuesday the team works on writing recommendations. Looks at library and computer center. Don't schedule too much. Wednesday meeting in Becky Sharp with the Dean, Assistant Dean, VPAA, faculty and students. They will give us the top 10 areas of strength and the top 10 areas that need improvement. By April the report will go to the board.
 - 2. You Must be Knowledgeable of Our Self-Study-They will want to know what part you played in getting this report ready. How do revisions to curriculum happen? What are our trends and weakness? Are you involved?

VI. Committee Reports

- A. Assessment, Retention & Completion (Xavier)-finishing revisions to the peer evaluation form
- B. Faculty Evaluation (Hemley)-Close BB shell at 5:01.
- C. Graduate Faculty (Burusnukul)-Will meet in a couple of weeks after add\drop. We have 8.5 GA positions.
- D. Recruitment, Marketing & Scholarship (Haney)-Will meet last week of Jan. We will be selling COB stickers. We are doing a T-shirt competition and Ice Cream Social.

- E. Speakers and Workshop Series (Mitchell)-This is part of our retention efforts. We hope to have Dr. Gamble speak in Feb. In April we will do a workshop –resume`. We want to do it during class times so more students can participate. Please advertise on the hall monitor.
- F. Undergraduate Curriculum (Gandonou)-Continuing to meet. Due March 1 to Academic Services. Disciplines get your stuff in by Jan. 24th. Draft out to faculty by early Feb.
- G. MGT Search (Xavier)-we will meet next week and start calling candidates in Jan.
- H. Dean Search (Schneider)-next meeting Jan 17th.
- I. Student Clubs (Wallace, Zhang, Cole)

VII. Budget Report-hand out

VIII. Important Spring 2018 Dates

- First Day of Classes - Jan 15 (Mon)
- Martin Luther King Jr. Day (classes will meet) - Jan 15 (Mon)
- President's Day Holiday - Feb 19 (Mon)
- Midterms - March 5 (Mon) to March 9 (Fri)
- Spring Break - March 12 (Mon) to March 16 (Fri)
- Student Research Conference (classes dismissed all day) - April 4 (Wed)
- Last Day to Withdraw - April 13 (Fri)
- Scholarship & Awards Ceremony (classes dismissed, 3 to 5 pm) - April 24 (Tue)
- Last Day of Classes - May 4 (Fri)
- Finals Week - May 7 (Mon) to May 11 (Fri)
- Graduation & Commencement Ceremony - 10 am, May 12 (Sat)

Meeting adjourned 3:30 pm.