Minutes for COAH Leaders’ Meeting
November 15, 2017
COAH Dean’s Conference Room

Approved with corrections November 29, 2017

Attending: Pauline Gagnon, Elizabeth Kramer, Shelly Elman, Steve Goodson, Kevin Hibbard, Rob Kilpatrick, Meg Pearson, Walter Riker, Kevin Shunn,

The meeting was called to order at 10:35.

Minutes for Nov. 1 were approved with the addition of Steve Goodson attending.

Associate Dean updates (E.K.):
- Expressed appreciation for all the special reports we’ve prepared
- Academic Recognition Day Scholar – Each chair submit one candidate for Academic Scholars by Thursday at 4:00 p.m. Must be GA resident, 4.0 (or near), research/creative activity outside of classes, 30+ hours. COAH will submit one.
- Summer Core course planning is upon us. E.K. will look at last year’s numbers and offer guidance re: COAH course offerings. Fall and spring schedules due first week of February. Fall Leaves of Absence won’t be confirmed by deadline to submit classes.
- Curriculog will replace CSS

Dean updates (P.G.):
- First spring COAH Leaders meeting will be Jan. 10, then biweekly. Summer meetings May 16, June 13, July 18.
- P.G. gave a Rotary presentation this morning. Interest in Dean’s Signature Series was generated.
- Bill Corvino – local business man wants to hire an Arts & Humanities student to work in his staffing business. Job description being developed. COAH decides candidates; Bill interviews and selects. P.G. will provide info for our recommendations.
- COAH Open House poster created. Friday, Dec. 1, 11:00-2:00 in TLC atrium, 3rd floor

COAH funds raised-to-date handout. Large potential gift anticipated in January; possibly December

Associate Dean for Special Projects:
- Keep this position for tenured faculty only.
- SOTA fellow will be any F.T. faculty member
- Decisions for both will be made by March 1. Will result in course releases, so adjustments to fall schedule may be required before students begin registering in late March.

Course fee handout:
K.S. is on committee – met 3 times, reviewed first 60 (new and modified fees) with very few questions. Committee getting their feet about what they are supposed to be doing. 2nd meeting: remaining 700 existing fees. Lucretia Gibbs directed committee to look at them in groups. Lucretia and Michelle Hawkins (Budget/revenue) took notes and notified departments regarding questions. Then on to Jim Sutherland, generating more questions. Committee is c.c.’d on communications. M.P. concerned about BOR policy prohibiting using course fees for honoraria, which English does. Study Abroad stipends are also being affected. Unclear policies and various interpretations are resulting in lots of confusion. There are issues regarding buying items in bulk to be used across several classes, some of which may not have course fees.
Issues of interpretation – and who does the interpreting – are similar to SAFBA funds, especially RE: SAFBA hiring a budget manager from SAFBA fees. Rob will put student fees on agenda for Nov. 27 Admin Council.

December 13 meeting: substitute with dinner and drinks. Little Hawaiian at 5:00 p.m.

P&T documents – Use/follow handbook on Academic Affairs site. Other versions exist. Julia Farmer has been made aware of obsolete language that needs to be updated before the next round. Candidate cover letter is required, but scope of letter is all over the map. M.P.: Can we use electronic signatures on the electronic dossiers? P.G.: electronic signature process is not included in the software. Print and sign document and submit hardcopies of approval page and C.V. (required for BOR). IT was not consulted RE: electronic dossiers. Other issues will appear as we pilot the program.

Communications outside COAH: If faculty do some work for non-AA units, COAH cannot intercede RE: non-payment issues. Pauline can ask unit “How did this happen?” S.E.: outside units set meetings for us without consulting our schedules. Experience suggests not bringing it up at LDI. Rather, raise the issue at Admin Council. Report instances to P.G.

Deadlines:
- PTR – Nov. 27
- Paid Leave apps – Nov. 29

M.P.: Classroom scheduling preferences are not being observed. M.P. will submit issues in detail to E.K. Optimization for spring has been completed. Exceptions are still coming up and being considered on a case-by-case basis. E.K. has requested that registration instructions come from AA and not the Registrar’s Office.

Respectfully submitted,
Kevin Hibbard