**COAP Executive Board**

Meeting Minutes

Thursday, December 19, 2013; 10:00am

Horrabin Hall 60 & QC Riverfront 218A

Attendees – Macomb – Dana Moon, Amanda Shoemaker, Margaret Taylor, Pam Bowman, Dustin VanSloten, Angela Bonifas, Teresa Koltzenburg, Ember Keithley. QC – Gary Rowe and Audrey Adamson. Absent –Julie DeWees, Jennifer Grimm.

1. **Approval of Minutes, as revised, from November 21, 2013 Executive Board meeting** – Approved (Shoemaker, Bowman)
2. **Cabinet Update**
	1. None
3. **Financial Report -** Balance as of 11/30/13 - $1,351.97
4. **New Employees**
	* 1. Alex Wenger – Quad Cities Academic Advising
5. **Old Business**
	1. Presidential Evaluation tool
		1. Feedback from Executive Board, BOT tool and Faculty tool was incorporated into draft questions that were distributed at meeting.
		2. Discussion ensued regarding changes/additions.
		3. Responses will be submitted through Survey Monkey or Adobe forms to ensure anonymity.
	2. Quad Cities Representative
		1. Audrey Adamson appointed as new Quad Cities’ representative on COAP Executive Board.
	3. Promotional Structure Draft document
		1. Received feedback that there might be similar processes in place at institutions such as University of Iowa, Washington and others. Committee will look into this further to see if it would be helpful.
6. **New Business**
	1. Master Planning Implementation Team
		1. Dana attended in November. They want feedback on the following questions:
			1. What can Western change?
			2. What is right with campus?
			3. What is wrong with campus?
			4. What do you want to see at WIU?
			5. Have you seen something somewhere else that you would like at WIU?
			6. What can we do to enhance campus?
		2. Want larger type ideas – Welcome Center, etc. Send ideas to Dana and she can forward to Implementation Team.
		3. Dana will email out Team’s questions so they can be shared with area constituents.
7. **Committee Reports**
	1. **Promotional Structure**
		1. Continuing to work on draft document.
	2. **Professional Development**
		1. Next workshop is February 20 from 1:30p – 2:30p and it features the Disability Resource Center.
8. **Announcements**
	1. Received a thank you note from Kaycee Peterman for her t-shirt and pen that she received from COAP.
	2. Thanked Gary Rowe for his service to COAP as he is retiring from WIU on December 31, 2013.
9. **Meeting Schedule**
	1. Third Thursday of the month at 10am in Horrabin Hall 60:
		1. January 16, 2014
		2. February 20, 2014
		3. March 20, 2014
		4. April 17, 2014
		5. May 6, 2014 – Spring meeting with the President/Capitol Rooms\*
		6. May 15, 2014

\* Indicates different meeting dates/times/location

1. **Adjourn** (Shoemaker, Bowman) – 10:38am