

COBA LEADERSHIP TEAM MINUTES

Friday, October 25, 2013

Present: Ed Blackburne, Doug Berg, Gloria Buchanan, Kurt Jesswein, Gerald Kohers, Juliana Lilly, Mitchell Muehsam and Valerie Muehsam.

1. Approval of Minutes from September 27, 2013. The minutes were approved.
2. Brian Loft-MATH 1324 content. Brian Loft met with the Leadership Team to discuss what content should be included in MATH 1324 so students will be prepared for business courses. Dr. Loft will email the dean to set up a meeting with the math faculty in the next few weeks.
3. Tamara Cook-EURECA undergraduate research. Tamara Cook met with the Leadership Team to discuss what a centralized office for enhanced student research activities could do for the colleges. She would like involvement from all the colleges on campus. Dr. Brian Piper and Dr. Hiranya Nath are members of the advisory board. Funds are available for student summer research activities. The deadline for summer research proposals is December 6, 2013. The committee will meet at the beginning of January. The recipients will be notified by the end of January.
4. Strategic Operational Plan. CAD is going to have a series of mini retreats to create a cohesive strategic plan. The President wants to know what new programs each of the colleges want to offer in the next six years. The dean asked the Leadership Team what they want COBA's new initiatives to be. Some possible new initiatives include creating an internship director and developing analytics curriculum. The dean will email the Leadership Team the operational plan. It will need to be submitted by the end of November.
5. COBA Identity. Juliana distributed a brief summary on possible COBA identities and key points from the brainstorming sessions. Twenty-one faculty participated in the brainstorming sessions. The Dean will send out an email to the faculty requesting faculty input on COBA's identity. The faculty will submit their input to Dr. Lilly.
6. Learning Retreat. Responses from the pushing the envelope exercise during the Learning Retreat were entered into an excel spreadsheet. Dr. Berg will be looking at areas with lots of comments or little comments. Then next step is for Dr. Berg to look at the spreadsheet and provide feedback to the faculty.
7. Faculty Office Needs. Classroom 309 will be converted into six offices for adjunct faculty. Modular furniture will be used in the new offices.
8. Program Review.
 - a. BBA in BUAD.
 - b. BBA in INBU.
 - c. Analytics/Big Data.
9. CAD items
 - a. Tenure & Promotion Record Retention. Each college will need to keep better tenure and promotion records. Karen Whitney will let each college know how long tenure and promotion records must be retained.

- b. Faculty Hiring. There are some new faculty that are not completing the online application in PeopleAdmin before their hiring packet has been submitted. This is not an issue in COBA.
- c. Council of Chairs. The Provost is going to create a council of chairs. The Provost asked Dean Shields and Dean Muehsam to come up with a new proposal for chair workload.
- d. Program Enrollment Potential. There was a suggestion to promote programs with low enrollment.
- e. Outside Employment. There were some faculty outside employment forms to teach at other institutions. It is against system policy to teach at a competing university. There is not an issue in COBA.

10. Miscellaneous

- a. Study Abroad Scholarships. Study Abroad China and Study Abroad Japan will receive \$7500 and \$20,000 respectively for scholarships. The remaining scholarship funds will be allocated for scholarships for graduate students and Smith-Hutson students.
- b. The dean asked the chairs to send him a list of faculty that have been waiting a long time for laptops.
- c. Dr. Kohers inquired about hybrid courses. Currently there is no fee tied to hybrid courses. It is an option that the college may want to explore.
- d. FES. All faculty will need to sign the form in regards to their FES scores in the spring.