

## COBA LEADERSHIP TEAM MEETING MINUTES

Friday, April 16, 2010

Present: Roger Abshire, Leroy Ashorn, Doug Berg, Gloria Buchanan, Don Freeman, Bala Maniam, Philip Morris, Mitchell Muehsam, and Valerie Muehsam.

1. Approval of Minutes from April 2nd. The minutes were modified and approved.
2. Online MBA – Promotional Efforts. The PBS commercials are airing. Also, commercials are airing on KBTX, Channel 3 (Bryan/College Station). In addition, the Office of Graduate Studies is working on an email to be sent to all SHSU alumni with a BBA degree. The email will go out next week.
3. COBA Webpages. The Chairs need to look at the A-Z listing and make sure it is accurate in providing a path to the departmental websites. A discussion was held on the currency and appeal of existing websites.
4. Program Reviews. Dr. Abshire and Dr. Maniam are working on the development of a process for program reviews. They distributed a handout providing a draft document related to reviewing the business foundation. The CAD has been discussing program reviews and a proposal on program reviews from Dean Webb (COCJ) was distributed. Dean Muehsam will also forward the university's guide for doctoral program reviews. Drs. Abshire and Maniam will use these additional resources and provide an updated proposal for guiding reviews within the COBA. There was discussion about how often they reviews should be conducted.
5. Merit/Market Reviews. Provost Payne was able to secure \$100,000 for market adjustments, separate from the merit pool. Should a chair wish to put forward a request for a market adjustment, the chair will need to provide justification and documentation that the faculty member's salary is out-of-line. In regards to merit, the chairs need to provide Gloria their faculty FES 1-5 by Wednesday, April 28<sup>th</sup>. Market requests are due to the Dean's Office by May 14<sup>th</sup>. Both market and merit are due to the Provost's Office by May 28<sup>th</sup>.
6. OATDB and Assessment. This fiscal year's assessments need to be entered into the OATDB by June 1<sup>st</sup>. To better disseminate information to the faculty, Dr. Berg is going create and distribute a summary on assessments. We need to inform our students about the COBA's assessment efforts.
7. Hall of Honor. There was discussion about nominations for the Hall of Honor.
8. CAD Items.
  - a. SHSU Webpages – MySam. In the near future, there will be a new website portal access for all SHSU applications called MySam. It will require only one login to access all applications such as Banner, Sam Web, and Nell. It is for faculty, staff and students. It will have standard links with the option of creating additional links to meet the unique needs of the user. Chairs and deans will be able to place announcements on this portal site. A question was

raised as to whether or not the new pages will be compatible with mobile devices. Dean Muehsam will seek an answer from Nancy Leavell, Heather Thielemann, and/or Bill Angrove.

- b. Writing Enhanced Courses. The Writing Across the Curriculum committee did a review of syllabi. The intent of the review was to determine if current “W” courses address the intent of writing enhanced courses. The committee expressed concern that not all “W” courses do so and made some recommendations as to what “W” courses should contain. There was not a consensus among the deans as to the appropriateness of the recommendations. A subcommittee of Dean DeCastro and Dean Muehsam was created to review the recommendations and suggest both short-term and long-term procedures to ensure that “W” courses meet expectations.
  - c. Minor in Business Communication. The Minor in Business Communication was reviewed and approved.
9. Awards Ceremony. There will be a pre-program slide thanking all the faculty, staff and scholarship committees before the awards ceremony. Then during the program, there will be a slideshow of the scholarship recipients. The slideshow of the scholarship recipients will run on the plasma the day of ceremony and the Monday afterwards. Dr. Stretcher will be taking pictures during the ceremony. He will also be available following the ceremony to take a picture of each scholarship recipient with their family.
10. Miscellaneous.
- a. Technology Lab. It was proposed that room 338 will be renovated to serve as both a lab and a classroom for the operations classes. The renovations will lower the classroom capacity by four or five chairs with sufficient number to exceed the current class limit. COBA will need to check with Mark Shiflet to make sure there are no safety issues connected with the equipment that will be used in the classroom.
  - b. Staff Merit. Recommendations are due to the Dean’s office by Wednesday, April 21<sup>st</sup>.
  - c. Food/Beverage Policy. The policy has been changed related to the approval process for purchasing food and/or beverages. There is a separate form that must be signed by the Provost prior to making food and beverage purchases.
  - d. Capstone Survey. Dr. Ashorn will email the capstone survey to the leadership team requesting them to let him know what ten questions they would like to be added to the EBI.
  - e. Declaration of Major. There was discussion about requiring students to declare their major by the second semester of their junior year.