

COBA LEADERSHIP TEAM MEETING MINUTES

Friday, April 2, 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 March 11th. The minutes were modified and approved.
2. Program Reviews. A discussion was held as to the value of conducting periodic formal program reviews. There was a consensus in favor of such reviews. The order of any such review, as well as the guidelines needed to facilitate the reviews needs to be determined. A suggested sequence is the Foundation Knowledge for Business and the MBA in year one with GBA and Finance following in year two. There should be a college wide committee for the Foundation Knowledge for Business review. A subcommittee from the Graduate Council should be used for the MBA review (such a subcommittee is already reviewing portions of the MBA program). A subcommittee from the Leadership Team will develop guidelines, to include a timeline and sequencing. Drs. Abshire and Maniam will develop the initial draft guidelines. The goal is to have a working draft ready to distribute for faculty input prior to the fall faculty meeting.
3. Assessment Efforts.
 - a. AoL. The committee met on Tuesday, March 30, 2010 to discuss the assessment efforts in each of the departments.
 - b. EBI. There is a lot of overlap between the EBI instrument and the capstone course surveys. As the EBI instrument provides comparisons against peer institutions and benchmark data (that will be useful in a program review), it was decided that the EBI surveys will be used, to include institutional questions, and the capstone surveys will not be continued.
4. Friday Classes. The chairs commented that classes with a Friday component are slow to fill. Dr. M. Muehsam asked the chairs to track capacity weekly to provide data on this issue.
5. Merit Review. There most likely will be a 3% faculty and staff merit pool for FY2011. To promote internal consistency, the department chairs shared how they determined their FES 1 values. 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. The chairs need to provide this information to Dr. M. Muehsam by next Friday. At this time, any market adjustments will come from the merit pool.
6. Hazardous Material. Each chair has to determine if any hazardous material is stored, used, and/or disposed within their auspices. The chairs will provide Gloria with the pertinent information.
7. CAD Items.

- a. TUC funds. The University of Houston-Downtown and Prairie View A&M University are leaving the University Center. The university may need to absorb the overhead costs previously borne by these institutions. This could cost COBA an additional \$50,000 reduction in its operating budget.
 - b. Policy Changes. In regards to the Academic Suspension Policy, a student can be suspended if he/she receives a grade below a C in a developmental course regardless of their other grades. There were minor changes to the policy on Emeritus status. Dr. M. Muehsam will email copies of proposed policy changes.
8. IDEA Distribution. The IDEA forms will be delivered to the colleges on April 5th. The chairs decided that evaluations may be distributed to COBA classes no earlier than Monday, April 19, 2010 and must be returned to the Institutional Research office by Friday, May 7, 2010. The individual departments will set a deadline for returning the forms to the departmental offices.
9. Awards Ceremony. Dr. Maniam and the faculty in General Business and Finance are giving an award for the best paper in GBA 389. They would like the award to be included in the awards ceremony. It was agreed that an award of \$500 or more may be included in the program.
10. Miscellaneous.
- a. F10 Meeting of Leadership Team Committee. The chairs need to provide Dr. Ashorn dates they are available for meetings next fall.
 - b. Chair Search. The chair search is still in process.
 - c. Scholarship Fund Distribution. There was \$25,000 set aside for scholarships for Puebla (\$15,000) and Japan (\$10,000). Since there are ten students going to Puebla and fifteen students going to Japan, it was decided to reverse the amounts with \$10,000 allocated to Puebla and \$15,000 allocated to Japan.
 - d. Technology Lab. Equipment was donated the technology lab; however, there is not enough room in the current technology lab to house the equipment. There was discussion about the feasibility of using one classroom as both a lab and a classroom.
 - e. Undergraduate Catalog 2010-12. Dr. V. Muehsam distributed a copy of each department's section of the catalog to each chair. Each chair needs to review his department for accuracy. She also distributed a handout on changes to the Texas Core Curriculum.
 - f. HEAF Funds. There is about \$30,000 left in HEAF funds. There were suggestions of using some of that money to make repairs to the auditoriums.