

COBA LEADERSHIP TEAM MEETING MINUTES

Friday, April 30, 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 16th. The minutes were modified and approved.
2. FES Scores. There was discussion about the importance of consistency across the departments as to how faculty are evaluated. The chairs will meet with the dean to review faculty FES scores during the week of finals. Merit and Market are due to the Provost's Office by May 28th.
3. AACSB Maintenance.
 - a. IC Impact. Dean Muehsam asked each chair to write a paragraph about the impact of his department's faculty contributions. These may be included in the appendix of the maintenance review.
 - b. Mission. The COBA Advisory Council recommended approval of the revised mission.
 - c. Continuous Improvement. When COBA submits its fifth-year maintenance review in the fall, the AACSB review team wants to know what, if any, changes the College incorporated in response to the suggestions made in the last report. Actions taken included, since the last review, many faculty had moved from a 4/4 workload to a 3/3 workload; new hires come in with a 3/3 workload; AQ capable faculty will not be used to teach during the summer unless they are AQ. Dr. Ashorn distributed handouts showing that ICs have increased from 2000-2004 to 2005-2009, to include an increase in peer reviewed articles at a faster rate than presentations. There was discussion about grading the journals to see if there are more publications in the better journals.
 - d. Assessment. Drs. Berg, Abshire, and Kavanaugh had a conference call with a company that does assessments. The company can do a free demonstration in MGT 567 during Summer Session II.
4. Program Reviews. Will be discussed at next meeting.
5. Outreach Receptions to Alumni. This week Dean Muehsam had lunch with Gary Whitlock and Walter Fitzgerald. They have volunteered to hold a reception at CenterPoint. They also suggested that if COBA wants help from organizations that they need to ask early so that it can be incorporated into the organization's budget. At the next meeting, the leadership team will discuss where to hold these receptions.
6. Hall of Honor. It will be discussed at next meeting.
7. CAD Items.

- a. Prerequisite Policy. It was proposed that the prerequisites can only be changed once a year. Prerequisites have to be approved by the chair and the dean. Prerequisites must be approved by January 15th prior to the next academic year. This policy was approved by CAD.
 - b. Strategic Plan. The strategic plan needs to be tied to the budget. Provost Payne has created a new timeline where goals are due in December for the following academic year.
8. Awards Ceremony Evaluation. It will be discussed at next meeting.
9. COBA Advisory Council Meeting. The meeting went well. The advisory council was impressed with the online program.
10. Miscellaneous.
 - a. Online Program. The DELTA Center is going to purchase some lecture-capture equipment to be placed in some of our classrooms. This will allow for a normal lecture class to be taped with the ability of the lecture to be available to the online section. There was also discussion about which classrooms should be used.
 - b. Teaching Effectiveness Committee. Dean Muehsam met with the Teaching Effectiveness Committee this week to discuss ideas related to improving student learning. First, he wants them to identify topics that would be well served with testimonials about the value of the subject matter.. Second, he wants them to identify “bottlenecks” (i.e., topics that must be frequently reinforced in subsequent courses). Third, he wants them to identify faculty who will create tutorials addressing the “bottlenecks”.
 - d. Formula Funding. There is the possibility that that formula funding will be based upon completed credit hours instead of attempted credit hours.