

COBA LEADERSHIP TEAM MEETING MINUTES

Friday, December 10, 2010

Present: Roger Abshire, Leroy Ashorn, Doug Berg, Ed Blackburne, Gloria Buchanan, Philip Morris, Mitchell Muehsam, Valerie Muehsam and Laura Sullivan.

1. Approval of Minutes from November 12th. The minutes were approved.
2. Budget. There may be a 2.5% give back. Dr. Gibson has not yet decided how it is going to be addressed. We need to be prepared for a budget cut.
3. FES Policy. Dr. Payne requested two minor changes to the college's new FES policy, clarifying that university policy supersedes college policy. The changes were made and approved by the Leadership Team.
4. AoL.
 - a. OATdb for 2010-2011 needs to be updated before the AACSB visit. The Chairs were asked to ensure that the departmental administrative goals will be entered and that they reflect the 2009-2010 findings and actions. Additionally the need to verify that this year's goals and objectives correspond to actions listed in last year's assessments was stressed.
 - b. AoL Update. Each department needs to provide Dr. Berg a list of MATs (Major Assessment Teams). Departmental goals need to be up-to-date. Goal Assessment Teams (GATs) need to be established for communications and critical thinking. In addition, a GAT needs to be established to assess the MBA program.
5. Business Foundation.
 - a. Business Foundation Questions. The Leadership Team will develop the questions. Dr. Berg and Dr. Ashorn will work on charge to give to the committee.
 - b. Committee. Each chair will nominate two faculty members to serve on the committee.
6. CAD Items.
 - a. Position Postings. Lecturer-Pool Faculty positions are posted for every department. The postings are only good for one academic year. Cynthia Bennett is checking to see if Clinical, Visiting, and Lecturer positions have to be posted also.
 - b. Differential Tuition. Dr. Payne requested that Dean Muehsam write a proposal on the pros and cons of designated tuition. Differential tuition does increase the revenue stream by increasing designated tuition. The earliest it could be effective would be Fall 2012.

- c. Curriculum Changes. There is an AAC meeting today on curriculum changes. Each dean was asked to look at the curriculum report to ensure that programs were not being increased indirectly by adding courses.
- d. Fees charged to students studying away from campus. The Office of Academic Affairs is going to ask Dr. Gibson if certain fees can be waived for students meeting out-of-state for classes like Puebla or Japan.
- e. Policies.
 - i. Faculty Administrative Leave. Faculty will have the opportunity to receive a one course reduction to serve an internship in the President's Office. There will be a nomination process.
 - ii. Purchase of Food, Beverage, Flowers and Promotional items. The policy has changed. The purchase of food and beverage must have prior approval by the Dean; however, the purchase of flowers and promotional items must have prior approval from the Dean and the Provost. Dean Muehsam is going to meet with Dr. Powell and Paige Smith on the policy.

7. Miscellaneous.

- a. HEAF funds. Approximately \$30 thousand will be used to replace computers. Also, there was a suggestion to replace the chairs in the Dow Technology Center.
- b. Scholarships. Students need to apply for scholarships through ScholarX. Some donors did not get invited last year. Please let Mandy know who to invite.