

COBA LEADERSHIP TEAM MEETING MINUTES

Wednesday, December 9, 2009

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 November 11th. The minutes were modified and approved.
2. CAD Items.
 - a. Small Projects. COBA needs to submit work orders to John McCroskey to get official estimates for the three small projects (remodel of 209 for a faculty lounge, remodel of 303 and 304 into a larger computer lab, and remodel of 108 and the Dean's Conference Room for an additional suite for a proposed full-time graduate coordinator and other staff changes).
 - b. SACS. Six people from Sam Houston State University attended the SACS Meeting in Atlanta, Georgia. They were Dr. Gaertner, Dr. Eglsaer, Dr. Payne, Dr. Hebert, Dr. Price and Dr. Muehsam. Sam Houston was reaffirmed; however, another report for assessment will have to be submitted next year.
 - c. SECTO1MG. Based on a review of online classes for Spring 2010, there was an inconsistency in the way online courses were entered and how the distance learning fee was applied. To resolve the issue, Dr. Angrove's office will ask Computer Services to make some changes in the way online and ITV courses are coded. Also, Dr. Angrove's office will put out a memo to staff members on how to enter online courses and ITV courses.
 - d. University Funding for Excellence in Specific Program & Fields Incentive Award. Dr. Muehsam wants to know if this college wants to submit one program for this award. The program has to be unique as well as recognized and accredited. Suggestions included the Banking and the SAP programs. Also suggested was PGM; however, it is a minor. Dr. Muehsam would like something submitted in the next couple of weeks.
 - e. CIP Code Revisions. We need to make sure the CIP codes are accurate. Most of the COBA CIP codes will be in the "52" range; however Economics can be in more than one range.
3. Houston Hispanic Forum. The Deans will present the laptops purchased by each college to the HHF ambassadors during the Opening Ceremony. A fact sheet about COBA is being produced in both English and Spanish. Dr. Ashorn, Dr. Berg, Dr. V. Muehsam, and Dr. M. Muehsam will work on the fact sheet. Dr. Balderas will translate the fact sheet into Spanish. For the Panel Room, each chair needs to prepare and submit PowerPoint sides to Dr. M. Muehsam by Friday. Speaker Biographical Information and Volunteer Information sheets are due by December 18th. Also, pencils with the COBA website address were ordered to be handed out at the forum.
4. Online MBA. Dr. Ashorn provided a handout on questions in regards to the online MBA. He would like for everyone to look at the questions and email him back with feedback. There were

several venues available to marketing the online MBA: the COBA Newsletter, radio spots, flyer for HR directors, etc.

5. IC Policy. It will be emailed to everyone.
6. Saturdays@Sam. It was decided that twenty to thirty minutes out of the general information session for the college will be dedicated to departments. That would leave about forty-five minutes for the general information session.
7. Scholarships. The COBA has a \$50,000 scholarship account for FY2010. Of that amount \$15,000 will be dedicated for scholarships for the Puebla program and \$10,000 will be dedicated for scholarships for Japan. The remaining \$25,000 will be allocated for summer scholarships as this summer is a base year for funding formula determination. There needs to be guidelines in place for scholarships by March. In regards to ScholarX, an announcement was sent out at the college level through Blackboard to students informing them of ScholarX and the application process. Also, all chairs and assistants need to be trained and have access to ScholarX.
8. Miscellaneous.
 - a. BBA in Entrepreneurship. The chairs discussed the possibility of creating a BBA in Entrepreneurship, an idea originating from faculty in the GBA & Finance department. A college-wide committee will be created to write a proposal for such a degree. The committee should include two faculty members from General Business & Finance, two from Management & Marketing, one from Economics & International Business, and one from Accounting. It was suggested that Chip Matthews chair the committee.
 - b. PAFS/Timesheets. Effective January 2010, there are new PAF signature tracks and timesheet changes. Hourly Student PAFs will no longer have to be signed by the dean unless they are paid out of the dean's accounts. Timesheets for faculty, graduate students, and exempt staff will only be submitted for time taken off. Blank time sheets are available on the Payroll website.
 - c. Finals should be given at scheduled times.