

## COBA LEADERSHIP TEAM MEETING MINUTES

Friday, February 26, 2010

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

Visitors: Joyce McCauley and Sanjay Mehta.

1. Carnegie Engaged University (Joyce McCauley and Sanjay Mehta). Dr. Payne would like the university to be classified as a Carnegie Engaged University. To pursue this classification the university needs information relating to the levels of civic engagement and service learning in the curriculum as well as the faculty's commitment to the same. There is a committee with one faculty member from each college working on this endeavor. They would like to submit a report by this September. Dr. McCauley and Dr. Mehta are visiting with each college in order to get assistance in distributing a survey designed to address the data needs. It was decided that Dr. Mehta will email an electronic copy of the survey to the chairs and the chairs will distribute the survey to their faculty. The survey should only take ten minutes to complete. The completed surveys are due to Dr. Mehta by the end of March.
2. Approval of Minutes from February 12th. The minutes were modified and approved.
3. Assessment Updates. Dr. Berg had sent out an email in regards to assessments. He would like a copy of the minutes from each department before spring break. The assessments will be pooled so it is based on a program and not on an individual faculty member; however, that could change in the future. Also, assessments may need to be included as part of the evaluation process as a developmental tool as long as it is of a developmental nature and not punitive. When Ron Shiffler visits in June, he will meet with the faculty.
4. Budget Requests. College budget requests were turned in to the Provost's Office on February 26<sup>th</sup>. There was a request for the following capital equipment: document cameras in each classroom, lecture capture equipment in four classrooms, equipment for the Sower Technology Laboratory, projections screens, etc. There was also a request for a \$48,000 increase in scholarships. In addition, there was a request for three new staff positions: Director of Technology, Director of Distance Learning/MBA Programs and Technology Coordinator.
5. Scholarships Convocation.
  - a. Photography. Each scholarship recipient will be asked to come in and have a picture taken for the scholarship convocation. The picture will be used in a PowerPoint Presentation during the convocation. Also, one family picture and one picture on stage will be taken during the convocation. These pictures will be emailed to the scholarship recipient. It was suggested that a faculty member takes the pictures.
  - b. Presentation. A PowerPoint presentation will be developed for the scholarship convocation. The presentation will thank and recognize the appropriate individuals and committees, to

include departmental faculty/staff, scholarship committees, benefactors, and scholarship recipients.

6. Office Space & Technology Lab. COBA is running out of office space. This summer, rooms 303 and 304 will be renovated to expand the lab and create three cubicles for adjunct faculty. By the end of next week, the chairs will need to let Dr. Ashorn know who are in the offices. If the college continues to grow, COBA may have to give up another classroom for offices. If that occurs, classes may have to be held later in the day or in another building. Also, there is a need to expand the Technology Lab. One suggestion to expand the lab is by enclosing the student sitting area by the lab.
7. Miscellaneous.
  - a. Prerequisite Tree. A handout was distributed listing a prerequisite tree for each program. Each chair needs to update the prerequisite tree for their classes. After it has been updated, it will be publically posted and provided to advisors.
  - b. Endowments. Interest and earnings on endowments will not be disbursed until August. When making decisions for the upcoming scholarship awards ceremony, last year's disbursements will be used.
  - c. Texas Business Hall of Fame Nominations. There have been zero inquiries and zero nominations. Dr. Ashorn needs to know by Monday if anyone has a nomination. The deadline is March 5, 2010.
  - d. Scholarships. Over the past couple of years the COBA has received \$20,000 from Richard Ohendalski to be used for need based scholarships. It was decided that five two thousand dollar scholarships will be awarded each year for the next two years. Also, there was discussion about the allocation of the \$25,000 available for summer scholarships.
  - e. Online MBA classes. The chairs need to provide a list of faculty teaching online MBA classes to Dr. Ashorn.