

COBA LEADERSHIP TEAM MEETING MINUTES

Friday, January 29, 2010

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

Visitors: Amanda Brown, Angela Buckner, and Maria Busby.

1. Approval of Minutes from January 15th. The minutes were modified and approved.
2. DegreeWorks. Maria Busby, Amanda Brown, and Angela Buckner from the Registrar's Office were invited to the Leadership Team meeting to obtain COBA's input concerning DegreeWorks, which is replacing DARS. The COBA will be given an opportunity to influence the information contained in DegreeWorks and how it will be presented. The Registrar's Office would like a template of what COBA would want the degree plan to look like by February 28th. DegreeWorks will pull information from Banner to include coding for three-peats and prerequisites. Maria will also find out if double majors and double degrees will be coded in Banner. As students sometimes claim they are unaware of prerequisites, the question was raised if we can list the prerequisites on the degree plan. Maria is developing a prerequisite form for COBA to eliminate the need to repeatedly clear students who have taken a chair approved substitute for a prerequisite. The form must be signed by the Chair and the Dean. If the student has filed an Official Declaration of Major, the information listed on the prerequisite form will also be entered into the DARS degree plan system.
3. CAD Items.
 - a. Evaluating Temporary Faculty. All temporary faculty should be evaluated each year.
 - b. SACS/Assessment. On September 7th, a report is due to SACS on the university's assessment efforts.
 - c. PO Verbiage for American Recovery and Reinvestment Act of 2009 (ARRA) funds. A handout was distributed in regard to verbiage that departments are required to place on all purchase orders using ARRA funds.
4. Certificate in Communication. There was discussion about a Certificate in Communication that is being proposed by the College of Humanities and Social Sciences.
5. Budget Issues. Last week, Randall Powell, Edgar Smith, and Stacey Herman from the Budget Office met with Dr. M. Muehsam, Dr. Ashorn, and G. Buchanan in regard to the budget. They will be meeting with each Dean on a regular basis. They provided COBA with a spreadsheet of expenditures for FY2007, FY2008, and FY2009. The spreadsheet also included the beginning budget and adjusted budget for FY2010. The intent was to come up with a base amount. Budget amounts have changed over time due to less state money and more local money. In addition, there will be budget cuts in the next few weeks due to lower state tax revenue.

6. Miscellaneous.

- a. Moving Expenses for New Faculty. Moving expenses for new faculty should be part of the negotiation process. It was suggested that the maximum amount for reimbursement be \$1500 for legitimate moving expenses. The figure can be re-evaluated as the budget allows.
- b. 2010 Texas Hall of Fame Foundation Scholarship Program. A letter was distributed concerning the 2010 Texas Hall of Fame Foundation Scholarship Program. COBA needs to submit three nominations by March 5, 2010.
- c. Cork Boards for Flyers. Concern was expressed about the proliferation of fliers being taped to hallways and stairwell walls. It was suggested that the COBA purchase cork boards to be placed on each floor.
- d. Banner Town Hall Meeting. There is a Banner Town Hall Meeting from 12:00pm-1:00pm on Wednesday, February 3, 2010.