

## COBA LEADERSHIP TEAM MEETING MINUTES

Wednesday, July 6, 2010

10:00 a.m.

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

1. Approval of Minutes from April 30<sup>th</sup> and June 11<sup>th</sup>. Approval of the minutes was postponed to a future meeting. Members were asked to forward comments and corrections to Dr. Ashorn for revision.
2. FTE Reductions. There was discussion of the possibility of an FTE reduction for the College of Business Administration. Provost Payne spoke with Dean Muehsam concerning this issue. The Dean is working on a response for the Provost. Suggestions from the Leadership Team for approaches included:
  - a. Class size
    - 1) Graduate
    - 2) Undergraduate
  - b. Changes in the requirements for math placement for incoming freshmen which may be postponing registration for BAN 232 and therefore, other classes.
  - c. Student-teacher ratios for the COBA compared to other colleges.
3. AACSB Maintenance. Dr. Bill Green joined the committee for discussion of Dr. Ron Shiffler's consultation visit.
  - a. AQ/PQ. Dean Muehsam indicated that the College would be revising the method of calculating the percentage of time dedicated to the mission for adjunct/part-time faculty and other staff personnel per Dr. Shiffler's suggestion.
    - 1) COBA will present a table in the Fifth-Year Maintenance Report that shows the trend of AQ, PQ, and NQ faculty over the five years of the review period.
    - 2) By July 7, Dr. Ashorn will send the chairs a list of all individuals teaching classes over that five-year period asking for a review by July 9.
    - 3) All of the AQ/PQ section is to be completed by July 21.
    - 4) For faculty whose dedication to mission is less than 100%, an explanation/justification will be written.  
Additionally, a policy will be established to determine the conditions under which administrators will be classified as academically qualified.
  - b. AoL. In the report there will be a global discussion of the assessment process and then a detailed discussion of one of the elements/areas assessed. The other areas will be discussed in some detail in the appendices. By the end of July the chairs will have provided Dr. Berg all assessment information for their departments. There will be a table at the beginning of the section that outlines the framework and timeframe of the AoL process.

- c. Strategic Plan. In addition to the new plan the strategic plan from the previous report will be duplicated and progress toward that plan will be discussed. The strategic plan will be completed by August 15.
4. Fall Faculty Meetings. The COBA fall faculty meeting will be held on August 23 at 2:00 p.m. Much of the meeting will be devoted to discussion of the Fifth-Year Maintenance Report, the AACSB Peer Review Team visit in late January 2011, and the FES process. A draft of the AACSB report will be available for full faculty review in the early fall.
5. Strategic Plan. As part of the preparation for drafting the strategic plan the Leadership Team ranked all items from the strategic planning retreat. Members of the Team will proceed with development of the plan for review by the full committee later this summer. It will be presented to the faculty in the fall.
6. CAD Item. Dean Muehsam announced to the Leadership Team that there will be some changes in the process for "W" classes. Syllabi will have a paragraph explaining what is expected for a writing enhanced class. The chairs will be responsible for reviewing the syllabi for their department and approving those paragraphs.
7. Program Review. The Dean pointed out that a more complete framework for program reviews which are to begin in the Fall 2010 semester needs to be developed by the end of the summer. Dr. Maniam and Dr. Abshire are to meet with Dr. Muehsam and Dr. Ashorn to develop an outline. This item will be discussed further at the next meeting.
8. FES Revisions. The report of the committee will be discussed in detail at the next meeting scheduled for Friday, July 9 at 8:30 a.m.
9. The meeting adjourned at 12:00 p.m.