

COBA LEADERSHIP TEAM MEETING MINUTES

Thursday, March 11, 2010

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

1. Approval of Minutes from February 26th. The minutes were modified and approved.
2. Student-Faculty Ratios. Dr. M. Muehsam shared information on student-faculty ratios. The university student-faculty ratio is still below where the President wants it to be. COBA student-faculty ratio is the highest among the colleges.
3. TUC. The University of Houston-Downtown is pulling out of The University Center (TUC) effective Fall 2010. The UH-Downtown offered three BBA degrees at the University Center: B.B.A. in Finance, B.B.A. in Marketing, and B.B.A. in CIS. COBA will seek authority to offer the B.B.A. in Finance and the B.B.A. in Marketing at TUC. The money generated from the TUC fee funds the college's faculty travel and our presence at TUC promotes greater name recognition for the college and university. If we are granted authority to add these two majors to our offerings at TUC, the COBA will need to develop a comprehensive strategy for scheduling classes at TUC. Given room limitations we need to coordinate our schedule across departments.
4. AACSB Assessment Efforts.
 - a. Maturity of System. The college's assurance of learning process (assessment) is a major component of the peer review process. The AACSB peer review team will review our processes and expect a mature system. The team will want to meet with both faculty and students. Dr. Berg will give more detail at next meeting.
 - b. Faculty and Student Awareness. We need to ensure that our faculty are involved with and aware of the assessment efforts. Over the past several years the departments have been improving their procedures and making closing-the-loop changes based on the findings. Each department is meeting to discuss their findings from the fall and documenting the results. We do need to find a way to inform our students that the college is committed to continuous improvement.
5. CAD Items. In the future, the university will be using a centralized scheduling software, Ad Astra. The software should promote more effective room utilization. Additionally, the program will interact with Degree Works (the degree plan software that is affiliated with Banner) to help us project demand for courses. If we have a need for a room size that is not available in SHB or if we hold classes in a room that is too large, there is a possibility that COBA classes may be scheduled outside the Smith-Hutson Building.
6. Miscellaneous.

- a. Office Space. Dr. Ashorn distributed a floor plan of the Smith-Hutson Building with office assignments clearly delineated. We are reviewing office space and projecting future needs. The chairs will let Dr. Ashorn know if there are any corrections.
- b. AQ/PQ Status. Dr. Ashorn distributed a list of all COBA faculty by department with their AQ/PQ status. The Chairs will review the list.
- c. Fund Raising. To date, the departmental suites are not “named” as the result of a donation. A discussion was held as to whether a departmental suite can be “named” without implying that the department has been “named.”
- d. Surveys. Dr. Ashorn is going to distribute a copy of the Graduate Survey and Capstone Survey. He wants the chairs to review it prior to its distribution.
- d. Saturdays@Sam (March 27th). Saturdays@Sam is scheduled for March 27, 2010 from 9:45am to 11:00am. An overview of COBA will be presented the first thirty minutes. Then there will be breakout sessions with each of the departments.
- e. Merit and Market Requests. They are due to the Dean’s Office by the end of April. The letters and forms will be emailed to the Chairs. Funding of merit and/or market is a high priority to the university. As of yet, no official decision has been made as to the level of funding for merit raises and/or market adjustments.
- f. Chair Meetings next fall. The Chairs need to email Dr. Ashorn their schedule for next fall.
- g. Summer School PAFs. The PAFs are due to the Dean’s Office by March 24th.
- h. Post Tenure Review. It is due to the Dean’s Office by April 1st.
- i. IDEA Forms. Dr. V. Muehsam is going to contact Institutional Research to find out when the forms will be available.
- j. Online MBA. The Online MBA is going to be marketed in several different ways. An announcement is going to be emailed to the students through BlackBoard. There will be radio announcements in College Station and Houston. An ad may be placed in the *Houston Chronicle*. Also, a commercial will air on PBS in March and April.