

COBA LEADERSHIP TEAM MEETING MINUTES

Wednesday, November 11, 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 October 28th and 29th. The minutes were approved.
2. Curriculum Committee Issues. Dr. Morris provided a copy of a Form B for a new course, FCS 334 - Lodging Operations Management. The Leadership Committee members agreed that the title and description of the course suggested the course is one that might be offered in the COBA. Dr. Morris will convey the Committee's concerns to the University Curriculum Committee.
3. Performance Indicators. The COBA must submit to the Provost data on some newly suggested Academic Affairs performance indicators. Two of the four departments have turned in the data. The other departments were requested to submit the data, ASAP.
4. IDEA Forms Distribution. The IDEA forms will be provided to the departments on Friday, November 13th. The faculty may distribute the forms during any class starting on Monday, November 16th and they must be returned to their departmental office by Friday, December 4th to allow time to scan in the comments and submit the forms to Institutional Research by Monday, December 7th. A discussion was held concerning how to best communicate to the students the value of the evaluations. It was suggested that a short video be created that the faculty could play for the students, in lieu of the statement currently read to the students.
5. Departmental Budgets. Dr. Muehsam reminded the chairs that he wants a brief description concerning their departmental expenditures.
6. Saturdays@Sam (November 21st). Saturdays@Sam is scheduled for November 21. Dr. Muehsam will use the PowerPoint presentation used at previous Saturdays@Sam. The associate dean, assistant deans, and chairs were invited to attend. The deans will cover for any chair who is unable to attend. Also, Dr. Bexley and Rich Ballinger will be invited to talk about their programs. The time will be 9:45 am to 11:00 am.
7. Mission review. The Ad Hoc Mission Committee submitted a revised 2nd sentence to the Leadership Team. The Leadership Team made some minor modifications to the sentence. The proposed changes will be distributed to the faculty for their review and input.
8. Miscellaneous.
 - a. Houston Hispanic Forum Career and Education Day. This event will take place at the George R. Brown Convention Center on January 9, 2010. The COBA has reserved a booth. A laptop to be given away has been processed and approved for payment. We will do four presentations each hour from 10:00 am to 2:00 pm in the Panel Room. The Chairs or their representative will give the presentations and Dr. Berg will be the moderator. A fact sheet about the College of Business Administration will be produced in both English and Spanish.

Biographical Information about the Speakers and Volunteer Information are due in December.

- b. Giving opportunities in regards to Dr. Gilmore. The college has received inquiries on how to make donations in honor of Dr. Gilmore. To provide a consistent response, instructions were sent to the staff within the dean's and departmental offices. Dr. Muehsam will send notes of appreciation to the people who donate.
- c. COBA Awards Program. Mandy is working on a template for recognizing scholarship and/or awards recipients during the spring COBA Awards Program. A picture of the student will be shown along with biographical information. In addition, a picture of the person being honored will be shown, if possible.
- d. Scholarships. The COBA has a \$50,000 scholarship account for AY10. A portion (\$15,000) is being set aside for the Puebla program. A discussion was held as to how best use the remaining \$35,000. Suggestions included, scholarships for summer school (Summer 2010 is a base year).
- e. Spring PAFS. PAFS for temporary faculty are due December 7, 2009 for the spring semester.
- f. Assessment. Dr. Berg reminded everyone about the email he sent in regards to OATDB.
- g. Catalog Changes. Changes to the catalog are due to Dr. Valerie Muehsam.
- h. Graduate Schedule. The chairs and Dr. Ashorn will meet on Monday, November 16th to go over the graduate schedule for Fall 2010. Dr. Ashorn requested the chairs email their spring class schedule to him.
- i. NW Houston Initiative. The College of Business Administration did not request to offer programs at the proposed facility during the initial request period. Given the cost involved and the future increased presence at TUC (upon completion of the new facility) along with the potential for offering online courses and/or programs, it was questioned as to whether or not we need to pursue a presence at the Tomball location.
- j. University Center Funds. Dr. Muehsam sent a memo to Dr. Payne in regards to the college's \$97,000 decrease in TUC funds.
- k. Endowments. Earnings from endowments have not been disbursed yet. They will probably be disbursed in January based on a 3-year moving average.