

COBA LEADERSHIP TEAM MEETING MINUTES

Friday, November 12, 2010

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

1. Approval of Minutes from November 12th. The minutes were approved.
2. Visits.
 - a. LSC-Montgomery. Most of the Leadership Team will travel to LSC-Montgomery to meet the dean and full-time faculty. The visit is scheduled for Friday, November 19, 2010, at 2:00pm. This meeting will give the Leadership Team an opportunity to meet their faculty as well as recruit temporary faculty.
 - b. Request from Splendora ISD. There was a request for a representative of COBA to come and talk to the Future Leaders of America at Splendora ISD. Dean Muehsam will contact Karen Smith-Frasier to find out what she has in mind.
3. Recruiting.
 - a. Website. There was a request from Information Resources to put some pictures together for the COBA website. Carol created several collages to give them in preparation for the COBA webpage conversion.
 - b. HHF. Dean Muehsam will contact Dr. Hebert to find out if his college wants to share a booth at the HHF Career and Education Day on Saturday, February 19, 2011. COBA will not sponsor a panel room this year as attendance at last year's panel room was very sparse.
 - c. Majors Fair. COBA will have one table for the college next year. The turnout was low at the event this year. Also, the college will invest in some smaller banners for these types of events.
4. Catalog Changes. Changes to the catalog are due by January to be effective for the next academic year.
5. IDEA forms distribution. Evaluations may be initiated no earlier than Monday, November 15, 2010, and must be returned to the Institutional Research office by Monday, December 6, 2010. Per university policy, a person other than the faculty member should give the evaluation.
6. AACSB. The report is finished and is at the press. It will be mailed to the committee members next week. Once each department has their articles in alphabetical order, they need to bring them to the Dean's office to combine them. The articles will be available for the visitation team to review.

7. FES Committee Update. Dr. Ashorn stated that a majority of the committee approved the new FES policy. The Leadership Team reviewed and edited the policy for style.
8. Program Reviews. Will be discussed at the next meeting.
9. Faculty Meeting. It will be held on Monday, November 29, 2010, at 3:30pm. FES, AACSB, and IDEA scores will be discussed at the meeting.
10. CAD Items.
 - a. Emergency call list. Will be discussed at the next meeting.
 - b. Posting of Faculty Positions. Will be discussed at the next meeting.
 - c. Differential Tuition. There has been positive feedback about differential tuition. Randall Powell is going to find out if it will be state or local money.
11. Miscellaneous.
 - a. Assessment-AOL. Will be discussed at the next meeting
 - b. HEAF. Will be discussed at the next meeting.
 - c. Saturdays@Sam. It is scheduled for Saturday, November 20, 2010 at 9:30am. An overview of COBA will be presented. Then there will be breakout sessions with each of the departments.