

## COBA LEADERSHIP TEAM MEETING MINUTES

Wednesday, November 18, 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 November 11th. The minutes were approved.
2. CAD Items.
  - a. Small Projects. None of the three small projects submitted by the College of Business Administration (remodel of 209 for a faculty lounge, remodel of 303 and 304 into a larger computer lab, and remodel of 108 and the Dean's Conference Room for an additional suite for a proposed full-time graduate coordinator and other staff changes) were approved by Dr. Gibson for funding by her office. A memo to Dr. Gibson through Dr. Payne will be submitted requesting approval to self-fund those projects. Dr. Muehsam would like for the college to plan 1 to 3 years out in regards to small project and equipment needs.
  - b. University Budget. In about a week, we will find out about the COBA endowments, specifically the Smith-Hutson Banking Chair and development accounts. Earnings on these accounts will be posted once a year; hopefully, at the beginning of the fiscal year. Also, fund balance accounts are going to be set up for the distance learning account and the graduate advisement fee account. This will allow - the college to better plan for its needs.
  - c. TUC funds. The COBA received approximately \$97,000 less in TUC funds than last year. It appears that very little or none of the shortfall will be replaced by the university. In order to partially absorb the shortfall, a hard copy of the newsletter will be produced once a year in the fall and an electronic copy of the newsletter will be produced in the spring. This may save the College approximately \$12,000 to \$15,000.
3. Houston Hispanic Forum (HHF) (January 9<sup>th</sup>). Dr. Andrist is going to have a meeting to answer questions about the HHF for anyone that would like to attend. A fact sheet about the COBA will be produced in both English and Spanish. Dr. V. Muehsam and Dr. Ashorn are going to recruit students who speak Spanish to volunteer at the forum. Gloria is going to find out what equipment is provided in the panel room and what giveaways COBA has available. Speaker Biographical Information Sheets and Volunteer Information Sheets are due by December 18<sup>th</sup>.
4. Scholarship Account. The COBA has a \$50,000 scholarship account for FY2010. Of that amount \$15,000 will be dedicated for scholarships for the Puebla program. The remaining \$35,000 will be allocated for a potential summer program in Japan and summer scholarships as this summer is a base year for funding formula determination. For FY2011, COBA would like to use scholarship money as a recruiting tool to increase the number of graduate students in addition to supporting study abroad programs.
5. Saturdays@Sam (November 21<sup>st</sup>). Dr. Muehsam will use the PowerPoint presentation used at previous Saturdays@Sam with some minor changes. The Associate Dean, Assistant Deans, and

Chairs were invited to attend. The Deans will cover for any chair who is unable to attend. Also, Rich Ballinger will be there to talk about the PGA Golf Management program. The time will be 9:45 am to 11:00 am. As Dr. Bexley has a professional conflict and will be unable to attend, Dr. Maniam and/or Dr. Muehsam will discuss the banking program.

6. Mission Review. The proposed changes to the Mission will be emailed to the faculty for their review and input. A public forum on the Mission will be held as part of the Spring Faculty Meeting. In a related AACSB issue, Dr. Bexley has provided the IC recommendation to the Leadership Team.
7. Banner Timeline. The target date for implementation of Banner for the Payroll and Finance functions is January 2011. Implementation of the student section is scheduled for 90 to 120 days after that.
8. Miscellaneous.
  - a. Website. After discussions at the University's administrative level the new University website will not roll out until Academic Affairs is comfortable with the content. Dean Muehsam plans to meet with the Chairs of both the Technology Committee and Publicity Committee to determine a course of action for the College and department websites.
  - b. Graduate Schedule. The chairs and Dr. Ashorn will meet at 8:15am on Monday, November 23<sup>rd</sup>, to look at the graduate schedule for next fall.
  - c. Scholarships/ScholarX. Dr. V. Muehsam provided a handout on COBA Scholarships using ScholarX. Paper applications will no longer be accepted. She will visit with Jacob Spradlin concerning the possibility of sending out an email at the college level through Blackboard informing students of ScholarX and the application process.
  - d. COBA Surveys. Dr. V. Muehsam talked to Dr. Glen Kercher, Chair, Protection of Human Subjects Committee concerning in-house surveys of students for assessment purposes. He indicated that COBA does not have to go through the IRB application process if using the data for internal use only.
  - e. Capstone Survey. There is a spam issue with the Capstone survey. Computer Services is working with Sedona on it.