

## COBA LEADERSHIP TEAM MEETING MINUTES

Friday, October 29, 2010

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

1. Approval of Minutes from October 8th. The minutes were modified and approved.
2. AACSB. The report is in the final stages of completion. The Dean discussed his view of Civic Engagement and is also going to ask Dr. Sanjay Mehta to give the Leadership team a write-up of COBA initiatives in this area.
3. CAD Items
  - a. Response to Emergency Situations

The dean shared last week's (Oct. 22) emergency situation's response. He said there were some strengths and weaknesses. In the CAD meeting, the deans have come up with a new SHSU emergency communication flow chart and the dean shared that with the leadership team. Chairs also shared their frustrations with the response and how poorly it was handled. The dean will convey their views/frustrations with the Provost and/or President.
  - b. Posting of Faculty Positions

HR wants all faculty positions, to include adjuncts, to be posted for a minimum length of 10 days prior to filling a position. This may cause a problem when the need arises to create and fill a section due to unexpected enrollment growth. A blanket listing will be created to meet this requirement. The university policy will need to be adjusted to meet the new realities.
  - c. Banner – The dean also told the chairs to ask their faculty to talk to Stephanie Brim about any conversion of Legacy Programs to Banner
  - d. Leadership Academy – The chairs indicated that they are not inclined to support such an endeavor at this time.
4. FES Committee Update. The chairs shared their views of FES 3 and 4. FES 3 and 4 templates have been approved by the FES committee this week and the committee will meet next week to vote on the final documents. The dean expressed his appreciation for all the work and effort put forth by the committee members.
5. Faculty Meeting. The dean said he needs to share FES changes, AACSB report highlights, overall IDEA scores with the COBA faculty at a meeting. He will have the meeting on November 29, 3:30 p.m.
6. Miscellaneous.
  - a. Assessment. Dr. Berg discussed assessment and suggested Goal Assessment Teams (GATs) for BBA/MBA/EMBA/MS Acc/MS Fin and Major Assessment Teams (MATs) for SLO assessment by major
  - b. Higher Ed posting. The chairs indicated that the cost for subscribing to HigherEdJobs.com was too much for relative to the return for us to renew the subscription.

- c. HEAF funds. The team agreed that we should start spending the HEAF funds for important purchases now and not wait until end of the year. The chairs will bring suggestions as to how best use the funds to a future meeting.
- d. Scholarship for Japan/Mexico program. \$25,000 has been allocated for these two programs and it will be divided up based on course enrollments.
- e. Exploring Major Fair. The chairs indicated that they have their material ready for the fair.
- f. Objectives in Course Syllabus. Dr. Morris asked the Dean what are the appropriate objectives to have in the course syllabus. The Dean indicated that one can include course specific objectives as well as IDEA objectives in the course syllabus.