

COBA LEADERSHIP TEAM MEETING MINUTES

Friday, October 8, 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 September 24th. The minutes were modified and approved.
2. AACSB. The report is about 95% complete. The report will be sent to the visitation team around November 15, 2010.
 - a. AQ/PQ Tables. The chairs need to verify the information in the tables. The tables are for the period from January 2005 through December 2009. Dr. Ashorn will email them to the chairs. The tables will need to be finalized by October 15th.
 - b. Sedona. The chairs have asked the faculty to update their information in Sedona. The chairs need to verify that the faculty vitae line up with the AQ/PQ tables.
 - c. Preparation for onsite visit. The Dean's office has ordered 4" binders for the departments to put the faculty's articles in. The articles are to be placed in alphabetical order by faculty member. If an article is missing for a faculty member, a page stating that it is missing will be put in for that person.
3. FES Committee Update. The FES subcommittee drafted a policy on FES Service Activity. The Leadership Team reviewed it and will make recommendations to the subcommittee. Dean Muehsam was asked to come up with some examples of high quality service. These examples will be listed in a separate document from the policy.
4. Miscellaneous.
 - a. December Graduation. COBA's graduation will be on Friday, December 17, 2010 at 6:00pm. It was suggested that Bud Haney be the speaker at graduation. There was also a suggestion to have an area set up after graduation so students can take pictures with their favorite professors.
 - b. Assessment on Dr. Capps' MGT 567 Class. Dr. Berg asked the Leadership team to send him comments on whether the college should go forward with Collegiate Assessment Partners Company, which conducted an "Assessment Center" in Dr. Capps' MGT 567 class this past summer.
 - c. The chairs need to email the number of faculty members that are editors or on editorial boards to Dean Muehsam.
 - d. President's Fellowship nominations are due.
 - e. Spring Faculty PAFs are due by November 1st.

- f. The elevator needs to be fixed in the new part of the building.
- g. Scholarship and HEAF requests will be discussed at the next meeting.