

## COBA LEADERSHIP TEAM MEETING MINUTES

Wednesday, September 9, 2009

Present: Roger Abshire, Leroy Ashorn, Doug Berg, Gloria Buchanan, Jerry Cook, Don Freeman, Bala Maniam, Philip Morris, Mitchell Muehsam and Valerie Muehsam.

1. Approval of Minutes from August 19 meeting. The minutes were modified and approved.
2. Grant Opportunities-Dr. Jerry Cook. Dr. Cook talked about the potential opportunities there are for faculty in obtaining grants. There are opportunities for external funding with foundations and federal agencies as well as internal funding. ORSP has staff that will help faculty look for grants and help with grant writing. The deadline for the Enhancement Research Grant (ERG), which funding ranges from \$5,000 to \$15,000, is October 1, 2009. The deadline for the Faculty Research Grant (FRG), which funding ranges up to \$5,000, is October 15, 2009.
3. Items from CAD meeting.
  - Written Materials Prepared by Faculty Members. If faculty members are writing their own material, photocopying, and selling it to students, they must sell it through an outside source such as the bookstore.
  - A draft proposal from the Division of Finance & Operations in regards to university cell phones at certain ranks (through Dean level) was presented. Other levels could be added. Must track personal use and report it so it can be added to W2. To date, no decision, at the university level, has been made about the proposal.
  - A new policy has been proposed requiring all technology acquisitions be reviewed by two units. The two units are the Offices of the Associate VP for Information Resources and the Associate VP for Distance Learning.
  - A suggestion has been floated from the System to have open enrollment for honorably discharged veterans.
  - Need to know the "Happenings" in the college for Dr. Payne's one-on-one with the President every two weeks. Dr. Muehsam informed Dr. Payne about our two new facebook pages, and the Meet and Greet event with our students.
4. Curriculum cycle (Forms A and B). The deadline for submission to the University Curriculum Committee is September 18<sup>th</sup>. Forms Bs will be emailed to committee members for review. The committee members will meet on Wednesday, September 16<sup>th</sup>, to review the Form Bs.
5. University Park. A handout was given out in regards to the degrees that will be offered by other universities at University Park (in Tomball). There was discussion about the pros and cons in regards to offering classes at this location. At this time, COBA will not offer any courses. The UH-D is proposing several BBA programs at this site.
6. Promotion Efforts. There were two COBA facebook pages created: Sam Houston State University College of Business Administration and Sam Houston State University Smith-Hutson Scholarship Program. Other promotion efforts include the mail out of the COBA newsletter. Currently there are over 19,000 on the mailing list. There was discussion of the possibility of

sending it electronically to save costs. Currently there about 8,800 names on the mailing list with email addresses. No decision has to be made until December.