

## COBA LEADERSHIP TEAM MEETING MINUTES

Wednesday, August 19, 2009

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

1. Fall Faculty Meeting. A discussion was held concerning the agenda for the Fall Faculty Meeting set for Monday, August 24, 2009. Items suggested for inclusion on the agenda were: introduction of new faculty, COBA SWOT Analysis and Strategic Plan, Distance Learning, fall enrollment, travel policy and limits, new "Faculty Travel Request Form", COBA Hall of Honor additions, Executive-in-Residence, Outstanding COBA Faculty Member, and procedural reminders.
2. Curriculum Cycle (Forms A and B). Forms A & B are due in about a month. The departments need to submit them to the College Curriculum Committee in a few weeks to allow time for a thorough review prior to the deadline for submissions to the University Curriculum Committee. Item will be included on the agenda for the next meeting.
3. Assessment. A handout was distributed with a suggested outline of goals and objectives connecting the administrative units from the Office of the Provost to the departmental offices. Also included in the draft was a list of possible objectives and indicators for evaluating the student learning outcomes as required by AACSB and SACS. There was discussion about wanting more faculty involvement in assessment and improving procedures in regards to assessment. It was suggested that Dean Muehsam and Berg be invited to departmental faculty meetings to facilitate a discussion on assessment. Item will be included on the agenda for the next meeting.
4. Big Six Adjustments. There was discussion about the current requirement that students must take ACC 231, ACC 232, MTH 199, BAN 232, ECO 233, and ECO 234 before they take upper-level courses. With a growing number of freshmen entering the university with course credits from dual credit programs it is becoming extremely difficult for COBA majors to complete the "Big Six" courses prior to taking upper-level courses. The chairs are receiving a growing number of requests for exceptions to completing the "Big Six" prior to taking upper-level courses. The idea of identifying a limited number of 300-level courses that could be taken prior to completing the "Big Six" was discussed and then allowing very few exceptions for other upper-level courses. Item will be included on the agenda for a future meeting.
5. Small renovations/constructions. Chairs need to provide a list of small renovation/construction projects in the next two to three weeks. There may be money available for these projects from a source other than HEAF money.
6. Miscellaneous.
  - Northwest Houston Initiative. Lone Star College has purchased property and a building in Tomball. The facility will be used to allow other universities to offer baccalaureate and master's programs. UH-D is seeking to offer a wide variety of BBA programs at this site. The

proposed facility could be a threat to our offerings at The University Center as well as programs offered in Huntsville.

- COBA Research Grant. A discussion was held on the need to develop policies and guidelines for requesting and awarding the grants.
- Gift Account and Local Money. Dr. Muehsam shared with the leadership team information related to donations to the college. With the downturn in the economy, the amount of funds donated to the college in the past year has decreased substantially.
- Committees. At the fall faculty meeting, faculty will be notified that they may request that they be added to or deleted from their existing committee assignments.
- Transparency. To facilitate communication with the faculty, minutes from the Leadership Team meetings will be posted online.