

# COBA LEADERSHIP TEAM MEETING MINUTES

Friday, November 11, 2011

Present: Leroy Ashorn, Doug Berg, Ed Blackburne, Gloria Buchanan, Kurt Jesswein, Philip Morris, Mitchell Muehsam, and Valerie Muehsam.

1. Approval of Minutes from September 30<sup>th</sup>. The minutes were approved.
2. AQ/PQ Standards. Currently, faculty are required to produce four ICs and two peer reviewed journals in a five year period in order to maintain AQ status. After attending a few AACSB meetings this fall, Dean Muehsam found that most universities required their faculty to produce five ICs and two peer reviewed journals in a five year period in order to maintain AQ status. In regards to PQ status, if a faculty member is not PQ at time of hire, PQ status can be attained with significant current work experience. The faculty member can maintain PQ status through a variety of venues to include, continuing work experience, publications and/or presentations. During the annual review process, we will ask the appropriate faculty members to provide justification for maintaining PQ status.
3. Updates.
  - a. Post-tenure Review. At the beginning of the fall semester, the Dean requested the faculty within each department write a new Post-tenure review policy with expected performance standards for teaching, research, and service. It was suggested that the standard for research incorporate maintenance of AQ status. The college could lose its accreditation if a critical mass of faculty members fail to maintain their AQ status. Some of the chairs stated that the faculty have been working on the policy. The Dean would like recommendations from the faculty by the middle of the spring semester.
  - b. Points of Excellence. COBA needs recommendations for points of excellence. These are areas that will differentiate our students from those of other institutions.
  - c. Program Reviews. The COBA Graduate Council is initiating a review of the MBA program. The Texas Higher Education Coordinating Board has mandated that all graduate programs undergo periodic rigorous reviews. Currently, the review is scheduled for 2014-2015. As such, the results of the review being initiated will be used as a foundation for the future review. The business core review will be discussed at the next meeting.
  - d. Faculty Development-Summer Research Grants update. To be discussed at the next meeting.
4. TUC Day Schedule. Dr. Ashorn will schedule a time to work with the chairs to establish a day schedule at TUC.
5. CAD Items.
  - a. Outside employment. In the future, only full-time employees will be required to complete the Outside Employment form.
  - b. Degree plans workflow. Department chairs will continue to sign degree plans until further notice. The Registrar's office will be working to correct the problem with prerequisites and substitutions.
6. Miscellaneous.

- a. Advising at TUC is scheduled for December 1<sup>st</sup>. Dr. Ashorn and Dr. Blackburne have volunteered to go.
- b. Updates to the undergraduate catalog for 2012-2014 are due December 14<sup>th</sup>.
- c. The chairs need to send the department goals and objectives to Dean Muehsam so he can forward them to Dr. Hebert.