

# COBA LEADERSHIP TEAM MINUTES

December 16, 2015

Present: Doug Berg, Gloria Buchanan, Kurt Jesswein, Gerald Kohers, Juliana Lilly, Philip Morris, Mitchell Muehsam and Valerie Muehsam.

1. TWC (Carolyn Martinez and Dan Starr). Carolyn Martinez and Dan Starr, staff previously at University Park, are now housed at TWC. They will serve as additional resources for TWC. Dan Starr will be advising students and Carolyn Martinez will be helping market and promote SHSU programs.
2. Approval of Minutes. The minutes were modified and approved.
3. Student meeting with Provost Hebert. The Provost has begun hosting Provost Student luncheons with students from each of the colleges. The Dean will submit nine names from COBA for a luncheon with the Provost at the end of January.
4. AACSB.
  - a. Agenda for site-visit. The Dean and Dr. Lilly submitted a draft agenda for the site-visit which is scheduled for January 24<sup>th</sup>-26<sup>th</sup>. The Dean went over the agenda with the Leadership Team. There will be a Sunday night reception and meetings scheduled all day Monday. The visitation team will meet with faculty, staff, and students from the college. The visitation team will meet with the Dean, Provost, and President about the site-visit on Tuesday morning.
  - b. Preparations for site-visit. The departments are gathering faculty documents for the site-visit. Rooms have been reserved for the site-visit.
5. Space needs. During summer 2016, classroom 108 is going to be converted into office space. In order to add more computers to the building, one of the General Business and Finance faculty offices will be converted to a computer closet.
6. Spring faculty/staff meeting. The spring faculty/staff meeting will be held on Monday, January 11, 2016, at 9:30am in the Haney auditorium.
7. COBA Advisory Council Meeting.
  - a. Policy changes/New policies.
    - i. Interviews for veterans. It is required by law that 20% of qualified veteran applicants be interviewed for positions.
    - ii. Student Grievances. A panel needs to be created for student grievances.
    - iii. Graduate Faculty Status. The policy for graduate faculty status is in the process of being updated. The Graduate Council is currently having to review many recommendations for graduate faculty.
  - b. TSI scores. A faculty member may be contacted about a student by the Student Success Initiatives office.
8. Academic Honesty. The Leadership Team had a discussion about academic dishonesty.