Present: Gloria Buchanan, Mark Frank, Kurt Jesswein, Gerald Kohers, Philip Morris, Mitchell Muehsam, Valerie Muehsam and Joey Robertson.

1. **Approval of Minutes.** The minutes were modified and approved.

2. **Budget.**
   a. **Summer Research Grants.** Proposals are due Friday, March 9, 2018.
   b. **Initiative Funding.** The college will be meeting with the Budget Office on March 20th about New Initiatives requests. The Dean will give a presentation at the Cabinet/CAD meeting in April. The college will also have to submit a New Initiative request for the additional DLF revenue anticipated in FY2019.
   c. **HEAF requests.** The college will submit HEAF requests for copiers, technology needs, and items for the Center of Innovation and Technology.
   d. **Five-year plan.** The college will be submitting a five-year plan as part of the budget process.

3. **AACSB.**
   a. **SA/PA/SP/IP standards.** The Leadership Team discussed what activities faculty must do in order to maintain their qualifications. The Leadership Team will continue discussion at the next meeting.

4. **Curriculum.**
   a. **Excel skills.** The college would like to improve the Excel skills of its students. Dr. Robertson will seek input from Dr. Funck.

5. **CAD Items.**
   a. **Field of study.** The Coordinating Board is working with community colleges to come up with a list of courses that must transfer to any public college in Texas and count towards a degree.
   b. **DO update.** Consultants will be on campus to review the proposed DO program on Wednesday, March 28, 2018.
   c. **Faculty office hours.** There have been complaints that faculty have not been available during their office hours.
   d. **Faculty responsibilities.** It was suggested at CAD that a faculty handbook be created listing the minimum responsibilities that are expected of all faculty members.