

# COBA LEADERSHIP TEAM MEETING MINUTES

Friday, September 14, 2012

Present: Roger Abshire, Ed Blackburne, Gloria Buchanan, Kurt Jesswein, Philip Morris, Mitchell Muehsam and Valerie Muehsam.

Guest: Janet Mullings

1. The Woodlands Center, Dr. Janet Mullings. Dr. Janet Mullings met with the Leadership Team to discuss ways the college and The Woodlands Center (TWC) can work together to ensure that the appropriate classrooms are assigned based on demand and class size. Dr. Mullings has been doing analysis based on percent filled, demand, and capacity. Space utilization at the Woodlands Center needs to be at least 75%. COBA will provide Dr. Mullings their TWC schedule and classroom needs for Summer 2013 and Fall 2013 the week before Thanksgiving.
2. Approval of Minutes from May 11, 2012. The minutes were approved.
3. COBA Curriculum Reports. The Curriculum Report is due Monday. The Leadership Team will review proposed changes electronically. Changes to the University Core are due in October.
4. Program Reviews.
  - a. GBA/INB committees. The Leadership Team nominated Quiannong Gu, Troy Quast, Linda Sweeney, Mark Frank, Joey Robertson, and Jonathan Breazeale, and Roger Abshire for the GBA committee. Troy Quast will be chairing the GBA committee. In addition, the Leadership Team nominated Irfan Ahmed, Linda Carrington, Steve Johnson, and Bill Green for the INB committee. Bill Green will be chairing the INB committee. Dean Muehsam will provide a charge to each committee.
  - b. Status update.
  - c. Communication efforts. Dean Muehsam ask the Leadership Team what the college should do share information with faculty. Dean Muehsam and Dr. Blackburne will meet with Stephanie Brim to see if an intranet site can be created or if Blackboard could be used to keep faculty informed.
5. Resource Utilization.
  - a. FY13 needs. All DLF funds have not been allocated. The Leadership Team will create a plan for the allocation of the remaining funds.
  - b. FY14 needs. The Leadership needs to think about what the college needs will be for FY14.
6. Enrollments.
  - a. Scheduling.
    - i. Large classrooms. The college has two large auditoriums. The chairs will meet to schedule classrooms.

ii. TWC.

iii. Online.

- b. Anticipated enrollments. This fall, COBA's enrollment is up approximately six percent. The University has a large freshmen class which should impact the college next year. The college needs to think about what classes should be offered next fall to accommodate the anticipated enrollment increase.
7. Communication with faculty. The Leadership Team agreed that there needs to be a central location for sharing information with faculty. Dean Muehsam also suggested having town hall meetings to better share information with the faculty.
8. Committees.
- a. Faculty representative for SHSU Curriculum Committee. The Leadership Team nominated Roger Abshire to be on the Curriculum Committee.
  - b. Standing COBA committees. Will discuss next the next meeting.
9. CAD Items.
- a. Faculty Development Leave (FDL). There are proposed changes to the Faculty Development Leave policy. Some proposed changes include shortening the timeline, creating three groupings of FDLs, and funding FDLs not approved by the university committee at the college level.
  - b. COBA highlights. The chairs will need to provide COBA highlights to Dean Muehsam so he can give them to Dr. Hebert twice a semester.
10. Miscellaneous.
- a. The COBA Student Organization Cookout is scheduled for Thursday, September 20, 2012 at 3:30pm.
  - b. In the next few weeks, the Leadership Team will meet with DELTA in regards to compensation for online courses.
  - c. Dean Muehsam asked the chairs to think about a philosophy for allocation new and vacant faculty positions.