

COBA LEADERSHIP TEAM MINUTES

August 26, 2016

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

1. Approval of Minutes. The minutes will be reviewed at the next meeting.
2. DO program. Dr. Hoyt met with the Leadership Team to give an overview of the DO program and to answer questions.
3. Curriculum reports update. The Dean asked the chairs to forward copies of the Form B for each proposed new course to members of the Leadership Team and Dr. Abshire for their review. He also reminded everyone to share course number changes and description changes.
4. Charges committees related to COBA initiatives. Dr. Jesswein and the Dean worked on charges for the committees on Communication Skills, Critical Thinking, Intellectual Contributions, and Teamwork/Leadership Skills. The Leadership Team reviewed and made revisions to the charges. Each committee is encouraged to have a plan drafted by December 1, 2016. Dr. Jesswein will be the liaison between the committees and the Leadership Team.
5. Faculty lines – use of initiative funds. The college received \$270,000 in new initiative funds for faculty lines.
6. Miscellaneous.
 - a. McNair Center proposal. The Dean gave a brief update on the meeting with McNair Center representatives. They have asked the college to submit a proposal for an entrepreneurship & free enterprise center.
 - b. Renovation of classrooms into office space. The college is obtaining estimates on how much it would cost to renovate two classrooms into office space. After the dean receives the estimate, he will schedule a meeting with Dr. Hernandez to see if the university will pay for the renovations.
 - c. SUE Scores. The President has created a subcommittee to develop suggestions to improve SUE scores. The subcommittee will give an update to the President's Cabinet and CAD at a meeting in January. Dean Muehsam has been appointed to the subcommittee.
 - d. Travel. Effective 9/1/16, meal receipts will no longer be required to be submitted with travel expense reports. The college will still require receipts until more information can be gathered.
 - e. Attendance initiative. The Dean asked the Chairs to remind faculty about the attendance initiative.
 - f. Department name change. The Leadership Team agreed to support a name change for the Department of Management & Marketing to the Department of Management, Marketing & Information Systems. The dean will seek approval from the Provost to submit a motion for the change to the Board of Regents.
 - g. College organization. A suggestion was made that the Leadership Team consider having a discussion on reorganizing the departments within the college.
 - h. Non-Exempt Staff. In the future, non-exempt staff who are teaching a course will be paid at a level equivalent to time and a half based on their salary for their full-time position.

