

## COBA LEADERSHIP TEAM MINUTES

January 6, 2017

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

1. Title IX. Ms. Jeanine Bias Nelson, Director of Equity, Inclusion & Title IX gave a brief presentation on the responsibilities faculty and staff have under Title IX. Faculty and staff must report (to the Office of Equity, Inclusion & Title IX) applicable incidents that come to their attention. It is not the responsibility of faculty and staff to conduct an investigation. The Office of Equity, Inclusion & Title IX will conduct any needed investigations.
2. “Service” courses curriculum. A discussion was held as to whether or not there was a need to review the course content of “service” courses offered within COBA. A “service” course is defined to be a course taken by most, if not all, BBA students and has a prefix that is not a specified major (e.g., BANA) or content that is not a prerequisite for most of the courses in major (e.g., computer literacy). It was recognized that these courses have content that is valuable for all majors and that many faculty outside of that specific content area may have valuable insights as to what should be emphasized in the course for their majors. What is the best way to seek input from the faculty? It was decided to start the process by exploring what content is needed in BUAD 1305 and at what level of emphasis. Another issue raised was how to reinforce the content from BUAD 1305 as students progress through their academic programs.
3. Space needs.
  - a. Office allocation. The chairs were asked to be prepared to discuss how offices will be allocated in Fall 2017, with the addition of new offices from the repurposing of rooms 206 and 208 into offices.
  - b. Classroom allocation – factors to consider. Dr. Robertson discussed his shortage of classroom space for the Fall 2017 schedule.
4. Long-term scheduling (TWC and online). Dr. Jesswein mentioned the need for long-term schedules and making them available on the T:drive.
5. President’s Cabinet/CAD Retreat. Dean Muehsam shared with the Leadership Team the key items and issues covered at the President’s Cabinet & CAD Retreat. The two key items were online education and SUE scores. With respect to online education, enrollments are threatened by entities such as Academic Partners that work with institutions to offer lower cost online programs. Possible actions to counter these threats are to improve admission processes, offer 7.5-week online courses, and provide scholarships to entice prospective students to start online programs at SHSU. With respect to SUE scores, the university’s score has remained steady for the past several years, in spite of enrollment growth, and is in the bottom half of the state. The president will create a committee to develop procedures and guidelines designed to improve SUE scores. The deans were instructed to be cognizant of the issue and take appropriate actions.

6. Spring faculty/staff meeting. A brief discussion was held identifying possible items to address at the meeting.
7. IDEA scores. With changes to some IDEA objectives, the Fall 2016 scores did not produce the “IDEA discipline” adjusted score for some faculty members. Not having this score for each faculty member potentially creates a consistency issue for promotion and tenure as well as for merit. It is desired to use the same measure for each faculty member. Dr. Franklin will be asked to contact IDEA for an update. In the meantime, the chairs discussed which measure might be used if the IDEA discipline measure is not available. Dr. Kohers will provide historical data comparing the various measures.
8. CAD update.
  - a. Enrollment overrides. Overrides should only be provided for courses within the department managed by the person giving the override.
  - b. Faculty salary savings and summer school. It will soon be time to make requests for using salary savings for one-time expenditures. The chairs and associate deans will share with the dean any requests they have.
  - c. Policy updates. CAD is putting in place a new process to ensure that policies are reviewed on a periodic basis.
9. Miscellaneous.
  - a. It was requested that COBA’s Leadership Team meet more often, with shorter meetings. The new schedule of meetings will be on Wednesday afternoons following CAD/AALT meetings and the following Friday morning.