

## COBA LEADERSHIP TEAM MINUTES

Friday, September 27, 2013

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

1. Approval of Minutes from September 12, 2013. The minutes were modified and approved.
2. Updates/Critiques
  - a. Learning Retreat. The learning retreat will be held next Friday. Dr. Berg will prepare an executive summary for the learning retreat. There have been complaints about faculty not providing information to assessment gatherers. Assessment should be a college wide effort. All full-time faculty are expected to attend the retreat.
  - b. COBA Identity Brainstorming Sessions. Dr. Lilly sent out a summary of the feedback from the COBA identity brainstorming sessions. Some of the feedback included that students should have more hands on experience, be active in professional organizations, and have access to more internships. They suggested there should be a business orientation each year for students. The leadership team will look at feedback and think about short and long term goals.
  - c. COBA Alumni Career Panels. The dean is going to email the alumni that participated on the career panels and ask them for feedback about the career panels. Some of the leadership team thought there may be a better turnout if it was not held on a Friday. Some thought that maybe there should have been only one session or maybe it should have been held in the LSC.
3. Travel Card. The travel office is exploring the possibility of switching to a travel card. Faculty and staff who travel would have to pay tips and drinks back if purchased on the travel card. Some of the leadership team thought it would be a good idea for paying airfare and registration fees. The travel office may get a few faculty to try it. Norma O'Bannon will be invited to a leadership team meeting.
4. CAD Items.
  - a. Piper Professor Nomination. CAD selected Jim Bexley as SHSU's Piper Professor nominee.
  - b. Strategic Curriculum Review. CAD will be meeting to perform a strategic curriculum review. The Provost asked the deans what they wanted to pursue in regards to curriculum in the next five years. The initial meeting to start discussion on the review will be held on October 23, 2013.
  - c. Soft Drops. The Registrar's Office suggested some ways to get students to pay in a more timely manner. They suggested sending an email to warn them they are going to be dropped if they do not pay.
5. Miscellaneous.
  - a. Clickers. Clickers are currently being used by Dr. Cassidy in one of his classes. There are several faculty that will be using clickers in the classroom in the spring. The dean would like feedback from the faculty on how they used the clickers in the classroom.
  - b. Math 1324. Brian Loft will be invited to a leadership team meeting to talk about MATH 1324.
  - c. Written Material Prepared by Faculty Members and Outside Employment Requests are due next week.
  - d. TWC. Dr. Lilly is going to work on the daytime schedule at TWC.

- e. IT Issues. Concerns were raised on IT related issues. The Dean asked the leadership team for examples of issues with IT so he could take them to Dr. Hebert.