

COBA LEADERSHIP TEAM MINUTES

September 26, 2014

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

1. Approval of Minutes from September 12, 2014. Minutes were modified and approved.
2. Strategic Operation Plans. The dean went over the goals and objectives for 2015-2016 with the leadership team. The department's goals should support the college goals. The dean also requested input from the leadership team in regards to new initiatives. The strategic operation plans for the college and departments are due to the Provost's office by October 31, 2014.
3. COBA Advisory Council Meeting. The dean presented and discussed the agenda with the Leadership Team.
 - a. Luncheon. The dean is going to invite 30-35 students to the Advisory Council luncheon. The students will be recommended by the chairs and/or the faculty. There will be two members of the advisory council at each table as well as one or two members of the leadership team. There will also be a panel of advisory council members during the second part of the luncheon.
 - b. COBA update
 - i. Curriculum reviews. The dean asked the chairs to provide him curriculum updates. Handouts on curriculum updates will be provided to the advisory council.
 - ii. Success stories.
4. HEAF funds. COBA received \$100,200 in HEAF funds. The dean asked the chairs if they had any requests/needs for which HEAF funds are appropriate. Accounting and Economics/International Business requested copiers for their departments. General Business and Finance requested a new collator for their department. Gloria will meet with Fawzi in regards to technology needs.
5. CAD Items.
 - a. Proctoring online exams. In response to faculty concerns about the possibility of academic dishonesty on online exams, DELTA is exploring the feasibility of online exam proctoring. DELTA will work with one faculty member from each college in the 2014 fall semester to beta test the software. Dr. Bala Maniam will beta test it for COBA. If it goes well, DELTA will pursue a site license for the university.
 - b. CAD Retreat. There will be a CAD retreat soon. Some possible topics that will be discussed at the CAD retreat will be the budget process, faculty line allocations, and merit. When it is available, the dean will let the leadership team know what will be on the agenda.
 - c. Self-plagiarism. Faculty in one college expressed concern about self-plagiarism by students. There is currently no university policy specifically addressing self-plagiarism. It was decided at CAD, that at this time, the individual college(s) may develop college-level policies.
6. Miscellaneous.
 - a. Department Name Change. Dr. Kohers requested that the name of Management and Marketing be changed to Management, Marketing and Information Systems. The other department chairs expressed no concern with the potential name change. Any name change must be submitted to and approved by the Board of Regents.

b. Mission Statement. A copy of the new mission statement will be placed in each classroom.