

COBA LEADERSHIP TEAM MEETING MINUTES

Friday, January 27, 2012

Present: Roger Abshire, Leroy Ashorn, Doug Berg, Ed Blackburne, Mandy Carrell, Kurt Jesswein, Philip Morris, Mitchell Muehsam, and Valerie Muehsam.

1. Approval of Minutes from January 13, 2012. The minutes were modified and approved.
2. Planning for growth. Dr. Muehsam discussed contingencies for growth and asked for ideas on how to best utilize our current resources. This included utilization of our faculty, building and other buildings on campus. Inconsistencies between the Ad Astra Program and the Room Report spreadsheet used by the Registrar's office were discussed.
3. Building a plan. Dr. Muehsam will work on finishing his current database and wants the Leadership Team to work on creating a plan. Dr. Muehsam requested information from the chairs on past reassigned time and the history of what each department did. He also wants to know:
 - a. How many sections will be "taught with" sections for the fall semester?
 - b. How many are taught by administrators?
 - c. How many sections are scheduled for the fall?
 - d. Of those sections, how many are taught by tenure track faculty and/or adjuncts?
 - e. Requested chairs to go back to 2004 for the reassigned time data.
4. Scheduled meeting. The leadership team will meet again next Friday, February 3rd, at 8:30 a.m., to discuss the above requested information.
5. Office availability. The chairs reviewed the office assignments for the fall semester and discussed where to put new faculty, as well as, the new Graduate Coordinator and Graduate Assistant.
6. Summer research grants. The following were appointed to serve on this committee:
 - a. Accounting - Jan Morris
 - b. Economics and International Business - Troy Quast
 - c. General Business and Finance - Bala Maniam
 - d. Management - JoAnn Duffy.
7. Miscellaneous items.
 - a. Texas Business Hall of Fame nominations need to be turned in quickly.
 - b. Reminder of the cookout and college night on Wednesday, February 1st. Chairs were asked to encourage the faculty and students to attend.
 - c. Dr. Muehsam asked for ideas on how to connect with our COBA majors.

- d. Dr. Muehsam pointed out that the Dallas area alumni are wanting to get together more often like the Houston area alumni. He also wants to work with Dallas graduates to build internship opportunities. Banking and Accounting already have good internship programs, but he sees this as a chance for the other areas in the COBA to grow.
- e. Dr. Blackburne wanted clarification on faculty requests for Mac vs. PC when eligible for an upgrade. Dr. Muehsam said that it was up to the faculty member, but that they realize they will not have the same support on Mac related problems. Also, iPad's are available to faculty who have only a one computer, but they are responsible for lost or damaged iPad's within the first 3 years.
- f. Dr. Jesswein noted that there will not be a replacement for their department's part-time secretary position. He would like to remove the wall in the reception area to make it more open.
- g. Dr. Jesswein also requested to explore the idea of purchasing larger desks for room 206. Mandy will get pricing information.