COBA LEADERSHIP TEAM MEETING MINUTES
Friday, March 1, 2013

Present: Roger Abshire, Leroy Ashorn, Ed Blackburne, Gloria Buchanan, Kurt Jesswein, Philip Morris, Mitchell Muehsam and Valerie Muehsam.

Guest: Kelli Leaf

1. Approval of Minutes from February 15, 2013. The minutes were modified and approved.

2. IDEA. Dr. Muehsam would like to find a way to use IDEA for faculty development. Dr. Blackburne is putting some information together in regards to IDEA.

3. Program Reviews. A separate meeting will be scheduled next week to discuss program reviews.

4. FY14 Budget Cycle Update. Edgar Smith met with Gloria Buchanan and Dean Muehsam to go over the budget process. There is one change in the process. Instead of the budget office entering the budget information submitted by the college, Gloria will enter the budget information directly into Banner for COBA. The deadline for budget submission will be the end of April or beginning of May. Dean Muehsam and Gloria will also meet with the Budget Office, VP of Finance, and the Provost to present requests for new initiatives for the college.

5. FES. A separate meeting will be scheduled next week to discuss faculty evaluations.

6. CAD Items.

   a. Assessment. The university is looking at a third party for assessment review and documentation (to eventually replace OATDB).

   b. Textbooks. Barnes and Noble has been invited to talk to the Deans about textbooks.

   c. Regents professor nomination. The deadline for nominations is May 1, 2013. CAD will decide how many nominations they would like to forward. Previous award recipients can make recommendations.

7. Miscellaneous.
   a. Kelli Leaf – Registrar's Office. Kelli provided some information to the Leadership Team.
      i. Rosters. The rosters in Blackboard are not up-to-date. Faculty should be using the official rosters in MYSAM.
      ii. Nonpayment. The Bursar's Office is now sending notices to students about schedules being dropped for nonpayment.
      iii. Grade entry. There is an issue if a student drops/resigns. Faculty need to be aware they can accidentally overwrite a Q or W in the grade entry system.
      iv. Drop forms. Drop forms are no longer required at the end of the semesters. Students can drop online through the Friday before the week of finals.
      v. Cancelling courses. Courses need to be cancelled by the 8th class day.
      vi. Mini-sessions. Grades for mini-sessions are due by Wednesday, May 29, 2013. Students must have a 2.5 SHSU GPA to register for a mini-session.
      vii. Registration. Registration begins on Friday, March 22, 2013.

b. COBA Scholarship Program. The departments need to let Julie Campbell know who the scholarship recipients will be by March 28, 2013.

c. IDEA Distribution. IDEA evaluations forms may be administered to the students no earlier than Monday, April 22, 2013 and must be returned to the Institutional Research office by May 3, 2012. The individual departments will set a deadline for returning the forms to the departmental offices.

d. Online Timesheets for non-exempt staff will start April 1, 2013.