

# COBA LEADERSHIP TEAM MEETING MINUTES

Friday, November 16, 2012

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

1. Approval of Minutes from October 26, 2012. The minutes were modified and approved.
2. Program Review Update. The committees are making progress with their program reviews. Departmental summary evaluations of the master syllabi are due today. The departments need to email them to Dr. Berg.
3. Sedona. Dean Muehsam asked the chairs to make sure they have updated the AQ/PQ status of their faculty in Sedona. The AQ/PQ status of the faculty is required for the AACSB Salary Survey. Gloria Buchanan has volunteered to update certain information in Sedona for the college at the beginning of each fiscal year.
4. Office Space. Dean Muehsam asked the chairs to think about what office space will be needed in the next few years. Some classrooms may have to be converted into office space and those renovations will have to be done during the summer.
5. AACSB. The Leadership Team discussed the importance of COBA determining its identity. The mission statement should drive what the college does. It is also important to make sure students know the college's core values. The leadership team agreed that there will not be any town hall meetings before the new AACSB standards are approved. The standards will be voted upon in April, 2013.
6. CAD Items.
  - a. Space Utilization. The university has created a space utilization and efficiency (SUE) report. There are three components to classroom utilization: demand, utilization, and efficiency. A report can be created to compare the section capacity (as set by the chair) and the classroom capacity. Chairs will have access to this report after the AAC meeting.
  - b. IDEA. Representatives from IDEA will be coming to our campus in early spring. The dean asked the chairs to let him know when they would not be available. Dr. Blackburne stated that there is a possibility that the University FES Review committee will be revived in the near future. Dean Muehsam stressed the importance of following the policy for administration of the IDEA forms.
7. Miscellaneous.
  - a. Graders. Dean Muehsam asked the chairs if their faculty would use graders for certain courses. The chairs are going to ask their faculty.
  - b. Saturdays@Sam. It is scheduled for Saturday, November 17, 2012.
  - c. IDEA distribution. IDEA evaluations forms may be administered to the students no earlier than Monday, November 26, 2012 and must be returned to the Institutional Research

office by December 7, 2012. The date for the IDEA online evaluations has been changed to coincide with the regular evaluations.

- d. Inquiry Journal. Dr. Valerie Muehsam requested two COBA faculty to serve on the editorial board.
- e. Dean Muehsam asked the chairs to send Dr. Muehsam a list of courses that are typically scheduled for only one semester each academic year. Dr. Muehsam will compile the list and share it with the SAM Center.
- f. Study Abroad-UAE has been cancelled.
- g. Study Abroad-Japan will be overseen by Dr. Frank.
- h. One-time pays for creating online classes will be processed in the next few weeks.
- i. Progress reports for faculty that received COBA Summer Grants are due December 3, 2012. The dean will send an email to faculty who received summer grants reminding them of the due date. The faculty will need to send one copy to the department and one copy to the Dean's office.