

# COBA LEADERSHIP TEAM MEETING MINUTES

Friday, October 12, 2012

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

1. Approval of Minutes from September 18, 2012. The minutes were modified and approved.
2. Program Review Update.
  - a. Review of Master Syllabi. Dean Muehsam sent out an email requesting all faculty to review the courses outside their major. PDF versions of the Master Syllabi are available under the course COBAFACCOM through Blackboard. By November 16<sup>th</sup>, each department should provide the Leadership Team a summary of their evaluations. A template will be developed for the summary report.
  - b. MBA Review. Dr. Duffy and Dr. Lilly have written a draft philosophy for the MBA review.
3. Core Curriculum Submissions. Core curriculum submissions are due next week. General Business and Finance is submitting BUAD 2321 to be added to the university core as a part of the communications component. Dr. Jesswein is going to send his proposal to Dr. Harman to review. Economics and International Business is submitting ECON 1100, a new one hour credit course, to be added to the university core as an alternative to Kinesiology. Dr. Blackburne asked the Leadership Team to review the proposal and send him feedback.
4. AACSB.
  - a. Review of proposed new standards.
  - b. Plan for informing faculty and staff. The Dean asked the Leadership Team to think about how to inform the faculty about changes to the AACSB standards. The new standards will be submitted for membership approval in April 2013.
5. Graduation Reception. The Leadership Team approved COBA hosting a reception before the December graduation. Graduation is scheduled for Friday, December 14, 2012, at 7:00pm.
6. CAD Items.
  - a. Professional Development for Chairs. The Dean asked the chairs to think about what professional development should be available for chairs. There are AACSB conferences for chairs.
  - b. IDEA. Representatives from IDEA will be invited to come to campus to answer questions faculty may have. Dean Muehsam asked the Leadership Team what they thought should be discussed during their visit.
  - c. The Woodlands Center Fee (formerly TUC fee). If a student asks why they are charged fee for taking courses at the Woodlands Center, let them know that there is a cost involved in offering duplicate programs.

6. Miscellaneous.

- a. Distinguished Alumni – Anton Vincent '87. One of the Distinguished Alumni, Anton Vincent, is a graduate from COBA. After the Distinguished Alumni breakfast, Dr. Muehsam will meet with him and give him a tour of the Smith-Hutson building.
- b. Saturday@Sam-November 17th. The Dean requested the chairs let him know who will be available for Saturday@Sam and what classrooms they will need.
- c. The strategic plan for the college is due in January. The Dean asked the Leadership Team to think about what should be included.
- d. SAP Winter Workshop. The workshop is scheduled for January 3<sup>rd</sup> to January 6<sup>th</sup>. There are 58 people already registered.
- e. Edgar Smith, Director of Budget, is going to give the Leadership Team an overview of Finance Banner in the next few weeks.
- f. The Leadership Team approved the revised list of faculty to receive compensation for online course development for Fall 2010 – Fall 2012. The Leadership Team agreed that faculty teaching EMBA courses will not receive compensation. The revised list will be sent to DELTA today.