

COBA LEADERSHIP TEAM MINUTES

September 12, 2014

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

Guest: Roger Abshire, Shandale Robertson

1. Approval of Minutes from July 31, 2014. Minutes were modified and approved.
2. Curriculum.
 - a. COBA Curriculum submissions. The leadership team reviewed and approved curriculum submissions. The submissions included special topics courses, an internship course for the department of Management & Marketing, name changes, course number changes, and a new course (BUAD 4325). Submissions are due to the university curriculum committee by September 19, 2014.
 - b. Correspondence courses. All courses in the common core must address specific skillsets as mandated by the THECB. If the course does not address these the course will not be offered as a correspondence course.
3. Bloomberg Business Week. Shandale Robertson, sales representative for Bloomberg Business Week, gave a presentation on new support material for faculty and students. The dean asked the leadership team if they thought this new material was valuable for courses in their programs, and, if so, what would be an effective way to communicate the appropriate information to the faculty. There was a suggestion that Ms. Robertson give a presentation at the Learning Retreat in October. Ms. Robertson will provide temporary passwords to the Leadership Team members so they can review the material in greater detail.
4. Initiatives.
 - a. Communication Skills. A presentation will be made at the Learning Retreat
 - b. Excel. A faculty committee will be charged to provide recommendations as to how to improve COBA students' excel skills
5. CAD Items.
 - a. Tenure/Promotion. The Provost's Office would like to streamline how tenure/promotion packets are submitted to the provost. They would like the colleges to electronically submit a streamlined version. The full packets would be available from the college, if needed.
 - b. Campus Security Reporting. The university may be required to do more in regards to campus security reporting. Chief Morris is going to meet with CAD to provide greater detail.
 - c. SHSU day at Lone Star College. The SEM committee made a recommendation to promote SHSU at certain campus locations. The first SHSU day is going to be held at Lone Star-North Harris on November 3, 2014. Dr. Muehsam and several other deans will be attending. There are still questions about how often they will be held and who should attend.
6. Miscellaneous.
 - a. GBA major. The leadership team is going to provide a recommendation in regards to the GBA major to the GBA program committee. The recommendation for the GBA major

includes more structure, per the request of the faculty committee. The leadership team would like the committee to provide feedback with regard to the recommendation.

- b. Scholarships. There is \$52,000 available in scholarships in COBA's budget. The leadership team continues to support the college's study abroad programs and approved \$20,000 to be allocated among students going to Japan and \$800/student for students going to Dubai. The remaining amount will be used for graduate scholarships and to supplement the Smith-Hutson scholarship program during the summer.
- c. Online Course Development. Faculty who develop a new online course will receive a one-time payment of \$1000. Payment will be contingent on meeting certain criteria set by DELTA and the Dean. Payments will be made toward the end of the semester the course is taught for the first time by that instructor.