

COBA LEADERSHIP TEAM MEETING MINUTES

Friday, October 26, 2012

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

1. Approval of Minutes from October 12, 2012. The minutes were approved.
2. Program Review Update. To obtain faculty input, the GBA committee prepared and distributed a survey. The Leadership Team suggested giving the committee some guidelines for their review. In regards to the business foundation, the departmental faculty will review the master syllabi and each department will prepare a summary report. The report should not be just a summary of the consensus but rather should include comments related to each possible reaction on the review template, when available.
3. Professional Development for Chairs. Dean Muehsam brought up the suggestion of a Chair Council to Provost Hebert and he thought it had merit. Also, the workload policy will be addressed in the next few weeks. Dean Muehsam wants the chairs to think about what changes should be made to the workload policy so that the chairs would have more time to perform their chair duties to include possible classroom visits as part of the chairs' evaluation of faculty (FES 1).
4. Data (Dr. Ashorn). Dr. Ashorn ran a report on COBA majors. It appears there are over 1,700 occurrences of non-business major students taking business courses. Based on this data, the major report may not accurately reflect the total number of true business majors.
5. Input from Student Leaders. The Dean met with the student leaders last week. The student leaders liked the idea of LMS pages being created for receiving announcements from the college. They also thought that nothing happened to poor classroom educators. Dean Muehsam informed them that their input was a major component in evaluating the faculty. An idea was for the dean to create a video informing students that their input is important in regards to IDEA evaluations.
6. CAD Items.
 - a. IDEA. Representatives from IDEA will be coming to our campus in the spring to answer questions faculty may have. The exact date and topics to be covered is still to be determined.
 - b. College Highlights. The Dean asked the chairs to submit highlights about their departments next week. Dean Hebert will share these highlights with the President's cabinet.
 - c. Strategic Planning. The college will need to submit its strategic plan in January. Dean Muehsam asked the Leadership Team to think about what should be included.
7. Miscellaneous.
 - a. 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 individual departments will set a deadline for returning the forms to the departmental offices.

- b. AQ/PQ status. Dr. Ashorn will email the chairs requesting them to update the AQ/PQ status of their faculty in Sedona by October 31, 2012.
- c. COBA Scholarships. The following amounts will be available for COBA study abroad scholarships: \$20,000 for Japan, \$10,000 for Costa Rica, \$12,000 for UAE, and \$7,500 for China.
- d. HHS Forum. The Leadership Team has agreed not to participate in the HHS Forum this year.
- e. Exploring the Majors. There was low attendance at the event. Dean Muehsam will talk to Provost Hebert about the event.