

COBA LEADERSHIP TEAM MINUTES

Thursday, February 13, 2020

Present: Mark Frank, Kristina Grimes, Kurt Jesswein, Gerald Kohers, Philip Morris, Mitchell Muehsam, Joey Robertson and Shani Robinson.

1. Approval of minutes. Minutes were modified and approved.
2. New Initiatives. The Dean sought input on initiative funding requests for FY21. Prior requests were reviewed as well as new suggestions. Initiatives have to be entered into Workiva by March 3rd and the meeting with representatives from the budgeting office will be on March 6th.
3. Curriculum.
 - a. Survey Results – The Leadership Team went over the results of the survey about retaining an upper-level economics course requirement in the business core. The survey response rate was very good, 81 out of 87 faculty members responded and the vast majority replied to remove the upper-level economics classes from the business core. The Dean will meet with the Economics department faculty to go over the results prior to sending an email to the entire faculty.
 - b. Multi-disciplinary Majors Review – The Leadership Team created three committees that will be tasked with reviewing the college's three multi-disciplinary majors (Entrepreneurship, General Business Administration, and International Business). The review committees for General Business and Entrepreneurship will report to Dr. Robinson and the International Business review committee will report to Dr. Jesswein.
4. Roundtable/ COBA Culture. The Dean discussed the topic for the next Roundtable meeting, what do we want our culture within our college to be and what needs to be done to accomplish this goal? Fawzi will set up an electronic portal for faculty suggestions to be anonymously submitted. During the Roundtable meeting, the Dean will lead the discussion to address the submitted suggestions and the Associate and Assistant Deans will help facilitate.
5. Travel Records. The Chairs were asked to have their assistants provide the Dean's Office with a more detailed travel log of costs for faculty travel. Currently some expenses (e.g., payments through Concur, registration payments, and other p-Card expenditures) are not readily visible making it difficult to track all expenditures.
6. CAD/AALT Updates.
 - a. SHSU Policies – The dean announced that open forums will be held to review policies (listed below). Separate forums will be scheduled for faculty, department chairs and associate deans. The deans will provide their input at the next CAD meeting. The Chairs will give feedback to the Dean after reviewing the policies.
 - APS 820317: Faculty Performance Review
 - APS 980204: Performance Evaluation of Tenured Faculty
 - APS 800722: Meritorious Faculty Performance
 - APS 900417: Faculty Reappointment, Tenure, and Promotion
 - b. Academic Calendar – The schedules for fall 2021 and spring 2022 were adjusted to ensure 7A grades would be submitted in time to allow for prerequisite drops prior to the start of courses in 7B.

7. Study Abroad. Due to concerns raised related to the Coronavirus, the study abroad program to China was discussed by the Leadership team. Students planning to go to China will be advised not to purchase tickets until a decision has been made by the university as to whether or not the program will be held this summer. Dr. Frank indicated that alternatives are being reviewed that may provide more time before a decision needs to be made. He will provide an update at the next meeting of the Leadership Team.

8. Miscellaneous.
 - a. Email Issue – Dr. Morris reported that one of his faculty members was blocked from sending an email to more than fifty recipients at a time. This was done according to an IT policy that no one was made aware of when it was implemented. Fawzi has worked with IT on this issue and, for the time being, the restriction is not being enforced.