

## COBA LEADERSHIP TEAM MEETING MINUTES

Friday, March 25, 2011

Present: Roger Abshire, Leroy Ashorn, Doug Berg, Ed Blackburne, Gloria Buchanan, Bala Maniam, Mitchell Muehsam, and Valerie Muehsam.

1. Approval of Minutes from February 25th. The minutes were modified and approved.
2. Business Foundation Review. The committee had its second meeting and Dr. Abshire provided a brief update. The committee members identified nonacademic skills, such as critical thinking, best practices, professionalism, and dress that students should know when they graduate from college. DELTA is going to film the advisory council discussing these nonacademic skills at the next advisory council meeting.
3. Gonfalon. There is a move to change all the colleges to a similar gonfalon. The deadline is in one to one and half weeks.
4. Saturday@Sam. It is scheduled for Saturday, March 26, 2011 at 9:30am. An overview of COBA will be presented. Then there will be breakout sessions with each of the departments.
5. AACSB Visit Follow-up. The administrative section of the AQ/PQ policy has been updated. Administration must attend one professional conference a year in order to maintain AQ/PQ status. The Leadership Team approved the change. In addition, the PQ section of AQ/PQ policy needs to be updated before the end of the semester. Dr. Blackburne volunteered to draft the PQ section of the policy in the next couple of weeks.
6. CAD Items.
  - a. Budget. Summer School 2011 is going to cost \$1.3 million; however, there is only \$760,000 in the budget. Faculty salary savings and distance learning fees will help cover part of this deficit. In regards to the next biennium, it is still unknown how much COBA will have to cut from its budget.
  - b. Program Fees. Dr. Gibson asked the Chancellor if the university could charge program fees. She has not received an answer yet. If approved, the earliest they could go into effect would be Spring 2012.
  - c. Reception at University Park. The reception at University Park in Tomball will be Tuesday, April 5, 2011. Additional receptions will be April 13<sup>th</sup> and April 14<sup>th</sup>. Programs at TUC and online will be highlighted.
7. Miscellaneous.
  - a. HEAF. Additional HEAF requests submitted include: a copier and laminating machine for General Business and Finance.

- b. Scholarships. Since Study Abroad in Puebla was cancelled, \$24,000 will be allocated for scholarships for Study Abroad in Japan and \$26,000 will be allocated for scholarships for graduate and Smith-Hutson students. In addition, there is \$30,000 in scholarships available from Academic Affairs.
- c. Lime Survey. Dr. Berg met with Jacob Chandler about using Lime Survey to do student surveys. Jacob will provide training.
- d. GATs. Dr. Berg needs faculty names from each department for the GATs.
- e. EBI Survey. COBA will not be using the EBI Survey this semester.
- f. Chick-fil-A LeaderCast. It will be May 6, 2011 at the James & Nancy Gaertner Performing Arts Center Concert Hall. The registration deadline is April 29, 2011.
- g. Post-Tenure. It is due to the Dean's office by April 1, 2011.
- h. COBA Retreat. Gloria will email the Leadership Team requesting dates they are not available during the summer for the retreat.