

COBA LEADERSHIP TEAM MINUTES

Thursday, September 12, 2013

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

1. Approval of Minutes from August 1, 2013. The approval of minutes was postponed.
2. Curriculum.
 - a. Curriculum Report. The Curriculum Report is usually due the second or third week in September. The dean asked the leadership team if they want to request a change in the timeline. The leadership team is okay with the timeline. Each chair will need to submit their Form As to Dr. Lilly.
 - b. Program Reviews. The dean asked the chairs about the status of their program reviews. The accounting department is meeting next week. The other departments have not scheduled meetings yet. The dean is going to email the International Business program review report to the leadership team. The leadership team decided that more direction needs to be given to the General Business program review committee.
3. FES Report. Each chair provided FES information to Dr. Lilly. Each chair agreed that faculty need to provide an executive summary and backup for FES. It should resemble an annual mini tenure packet. The leadership team also agreed that guidance should be provided to new tenure-track faculty.
4. Updates.
 - a. Learning Retreat. Dr. Berg is working on the agenda for the learning retreat. Lunch will be provided. Dr. Berg is meeting with the MATs and GATs to see what everyone has done in regards to assessment.
 - b. COBA Identity Brainstorming Sessions. COBA identity brainstorming sessions are being held this week. Dr. Lilly will summarize the information from the sessions and discuss at the next leadership team meeting.
 - c. COBA Alumni Career Panels. The first COBA Career Panel will be held this Friday. Depending on the turnout, the college will then decide whether to have career panels once a year or each semester.
5. CAD Items.
 - a. Piper Professor Nomination Process. There is a new Piper Professor Nomination process. The deans are to submit their nominations to the Provost's Office by Monday, September 23, 2013. Then CAD will discuss each nomination and make a selection.
 - b. Fixed Rate Plan. The Legislature has mandated that each university offer students the option for a fixed rate plan. The system has a system wide plan. This plan is available to beginning freshmen and transfers effective fall 2014. Tuition and fees are based on the 3.95% annual inflation rate. Additional course fees are not included in the fixed rate.
 - c. Chair Workload Policy. The Chair Workload policy will be brought back to CAD. The dean asked the chairs to give him suggestions or ideas.
 - d. Battle of the Piney Woods. The "Battle of the Piney Woods" will be held at Reliant Stadium on Saturday, November 2, 2013. The college will continue to participate in the large tailgate and the Alumni Office will coordinate it as they have done in the past.

6. Miscellaneous.

- a. Study Abroad. Proposals for study abroad are due Monday, September 15, 2013. Dr. Piper has agreed to lead the study abroad in China. Dr. Frank will lead the study abroad in Japan again.
- b. Associate Director of Graduate Studies and Distance Learning. The position has been posted and will be filled soon.
- c. Clickers. There are several faculty that want to use the clickers in the classroom. Dr. Cassidy wants to use them this semester. The dean would like the faculty that use the clickers to report back on how they used them in the classroom.
- d. COBA Classrooms. The chairs will need to meet this fall and allocate classrooms. Room 202 is likely to be converted into offices and will not be available fall 2014.
- e. Registration for spring begins in November.