

## COBA LEADERSHIP TEAM MEETING MINUTES

Friday, May 5, 2011

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

1. Approval of Minutes from April 15th. The minutes were modified and approved.
2. Policy Reviews.
  - a. AQ/PQ. The policies will be addressed at the Leadership Team Retreat.
3. Faculty/Staff Evaluations. An evaluation of faculty and staff should be conducted annually. Most of the department chairs will be meeting with the faculty next week. In regards to staff, the evaluations have not been set out yet.
4. AACSB. COBA was reaffirmed by AACSB. The college has not received the official letter yet. Every department has a PQ issue. The college needs to submit a plan for the AQ/PQ issue. The Dean plans to meet with each department in the fall. Dean Muehsam will let the faculty know about reaffirmation at the faculty meeting on May 13, 2011.
5. CAD Item.
  - a. Budget. No tuition/fee increases will be submitted to the BOR while the legislature is in session. Senate Bill 1 made it out of committee and will be going before the Senate. The Session ends May 30<sup>th</sup>. Once the legislature is out of session, the University will request program fees. If the program fees are approved, they will not go into effect until Spring 2012. Instead of using all the vacant faculty lines to address the budget cut, COBA would like to fill one or two lines to address the AQ/PQ issue.
6. Miscellaneous.
  - a. Faculty Meeting/Lunch. There will be a faculty meeting on May 13<sup>th</sup> at 10:30am. After the meeting, there will be a luncheon to recognize Dr. Lewis for his service to COBA.
  - b. HEAF funds. The remaining HEAF funds will be used to purchase a laminating machine for General Business and Finance and to update the wireless in the Smith-Hutson Building.
  - c. Retreat. The retreat is scheduled for Friday, July 15<sup>th</sup>. Dr. Blackburne will see if the River Plantation Country Club is available.