

COBA LEADERSHIP TEAM MEETING MINUTES

Friday, December 16, 2011

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

1. Approval of Minutes from December 2nd. The minutes were modified and approved.
2. Big Six/Prerequisites. The chairs will verify that existing prerequisites on individual courses are accurate. At the end of January or early February, the Big Six will be dropped as a composite prerequisite for upper level courses and replaced by specific course prerequisites.
3. HEAF Funds. HEAF funds were cut across the board. Currently, COBA has almost \$85,000 left in HEAF funds. Fawzi informed the Leadership Team that a switch will need to be replaced and that we are running out of port space. Fawzi gave an overview of requests he proposes to give to IT. Dean Muehsam asked the chairs to be prepared to discuss HEAF requests at the next meeting.
4. TUC Day Schedule. The Leadership Team decided that TUC courses will be offered from 10am to 2pm. During the first year, 300-level courses will be offered. During the second year, both 300- and 400-level courses will be offered. The chairs will lay out the business foundation and come up with a sequence. The target date to complete the schedule is January 31, 2012.
5. Potential faculty development initiatives.
 - a. Summer Research Grants. It was agreed that six \$8,000 summer grants will be awarded during the summer. Dean Muehsam requested that a proposal for summer research grants be finalized before the Spring Faculty Meeting.
 - b. Instruction peer review. The Leadership Team discussed the development of peer review of instruction to increase the effectiveness of faculty in the classroom. It can supplement IDEA for teaching effectiveness. The Leadership Team agreed to table this proposed initiative for the time being.
6. CAD Items.
 - a. Term of contracts. Lecturer-Pool Faculty can be hired for 4.5 months or 9 months at a time.
 - b. Named facilities. When publicizing an event, the official name of the facility needs to be utilized.
7. Miscellaneous.
 - a. Organizational and Efficiency Taskforce. Vice President Hooten wants to create an Organizational and Efficiency Taskforce. The taskforce will begin after the first of the year. They will hold hearings for six weeks to receive input from faculty, staff, and students in regards to improving effectiveness and efficiency. Dean Muehsam requested input from the Leadership Team on who should be on this committee.

- b. Q-drops. If a student wants an exception to the Q-drops policy, the student should go the Registrar's Office, not the dean's office. The Registrar's Office is responsible for decisions on requested exceptions to the Q-drop limitation.
- c. Grades are due Monday, December 19, 2011 at noon.
- d. The COBA Spring Faculty Meeting will be held on Tuesday, January 17, 2012 at 2pm.
- e. There will be CANVAS demonstrations in the spring. CANVAS is a new Learning Management System (LMS) that is being evaluated as a replacement for Blackboard and eCollege.
- f. Dr. Berg, Dr. Jesswein, Dr. Quast, Dr. Bellah, and Dr. Brewer will be attending the AACSB Assessment Conference in Houston in March.