

COBA LEADERSHIP TEAM MEETING MINUTES

Friday, April 12, 2013

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

Guest: Fawzi Noman

1. Approval of Minutes from March 29, 2013. The minutes were modified and approved.
2. Summer Research Grants. The leadership team voted on who would receive summer research grants. There was discussion on improving the policy. Dean Muehsam will notify the recipients of the Summer Research Grants today. The chairs will give feedback to the recipients.
3. Faculty Meeting. A meeting will be scheduled for Thursday, May 1, 2013 at 3:30pm to inform faculty and staff about AACSB, program reviews, and budget.
 - a. AACSB. The Dean will share information about the new standards that were passed. He will also discuss redoing the mission statement and the new matrix for faculty credentials.
 - b. Program Reviews. The Dean will give a brief update on the status of program reviews. The business foundation will stay the same. There are still concerns about excel skills, communication skills, and critical thinking. Dean Muehsam will email reports on both the General Business and International Business program reviews to the Leadership Team.
 - c. Budget. The Dean would like to inform the faculty on how funds generated from Distance Learning Fees have been used to help the faculty.
4. CAD Items.
 - a. Distribution of IDEA forms. Dr. Valerie Muehsam will send out an email about the distribution of IDEA forms. IDEA evaluations forms may be administered to the students no earlier than Monday, April 22, 2013 and must be returned to the Institutional Research office by May 3, 2013.
 - b. SHSU Leader Development Program. Lt. Colonel David Yebra is going to oversee the new SHSU leadership program. There will be a nomination process to selected individuals for the program.
 - c. Hybrid Courses. One of the other colleges asked if they could create hybrid courses and charge a prorated fee.
 - d. Chair Workload Policy. Dean de Castro is working on revising the chair workload policy. The main changes are reducing course load and increasing the stipend for chairs. Currently, chair workload is based on faculty FTE and he is proposing to change it to number of sections. Dean Muehsam asked the chairs to provide him feedback to take back to CAD.

- e. Regent Professor Nominees. Six Regent Professor nominees were submitted to the President. Two of them were from COBA: Dr. Jim Bexley and Dr. Bala Maniam. CAD would like the President to submit all six names to the Board of Regents.

5. Miscellaneous.

- a. Lab Space. Fawzi met with the Leadership Team to discuss the limited lab space on campus. There was discussion about either converting a classroom into a lab or having a cart with laptops. In the short run, the Leadership Team decided to have a cart with laptops. Fawzi will check with IT to see if they will split the costs of a cart with laptops until a classroom can be converted. Then by fall 2014, COBA will convert one classroom into a lab.
- b. Distinguished Professor. Dr. Bala Maniam and Dr. Jim Bexley were nominated for Distinguished Professor.
- c. Professor Emeritus. Dr. Dean Lewis and Dr. Jo Ann Duffy will be nominated for Dean Emeritus and Professor Emeritus respectively.
- d. The chairs need to submit room assignments to Dr. Ashorn as soon as possible.
- e. Dr. Ashorn asked Dr. Doug Berg and Dr. Ed Blackburne to look at the section on study abroad programs in the graduate catalog.
- f. Dr. Ashorn is going to schedule a graduate advisor council meeting for next Monday and Wednesday.
- g. The EBI survey has been paid for. Dr. Doug Berg is working on getting the email addresses for the online survey.
- h. Graduate Assistants. In order to get a larger pool of applicants, Stephanie Fors will be asked to send an email to all COBA graduate students about graduate assistant positions available in the fall.
- i. Lecturer Positions. The Dean asked the chairs to post lecturer positions for PQ qualified faculty.
- j. Dr. Jesswein hired Jennifer Shirk as the new secretary in General Business and Finance.