

COBA LEADERSHIP TEAM MEETING MINUTES

Friday, December 14, 2012

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

Guest: Kelli Leaf

1. Prerequisites-Kelli Leaf, Registrar's Office. The deadline for submitting changes to prerequisites for fall 2013 is January 25th. Both the chair and the dean will have to sign the form. If there are major changes, then the Provost will have to approve it. Prerequisites can only be changed twice a year now: early spring and early fall. The dean asked each chair to go through their prerequisites before the January 25th deadline. Ms. Leaf explained the various codes in Banner to the Leadership Team. The chairs should contact Ms. Leaf if they have any questions.
2. Approval of Minutes from November 30, 2012. The minutes were approved.
3. COBA Strategic Plan & Initiatives. The due date for the COBA Strategic Plan has been postponed to February. COBA will resubmit the four initiatives that were not funded last year. Dean Muehsam asked the Leadership Team to think about teamwork and social responsibility outside the classroom as a possible initiative. He also asked the Leadership Team to think about any possible new initiatives.
4. Program Review Update. There have been some responses to the comments on courses in the Business Foundation. The most frequently stated areas of need are more Excel in the curriculum, greater quantitative skills and communication skills. Dean Muehsam suggested we invite Brian Loft to one our meetings to discuss what the college wants in MATH 1324.
5. CAD Items.
 - a. Strategic Planning Calendar.
 - b. Policies. The Conflict of Interest policy is being realigned with the federal policy. Also, Dr. de Castro is working on a revision to the Chair workload policy.
6. Miscellaneous.
 - a. COBA Spring Kick-off Luncheon. There will be a COBA luncheon on Tuesday, January 15th. Dean Muehsam will make a few announcements. There will not be a spring faculty meeting at the beginning of the semester.
 - b. Graders. Dr. Morris informed the group that the accounting faculty will use graders for some of the accounting courses next fall. Dr. Blackburne said that they will also be able to use graders for some of the business analysis courses.
 - c. Summer Grant Proposals. Dean Muehsam will send out an email about summer grant proposals.