

# COBA LEADERSHIP TEAM MEETING MINUTES

Friday, February 10, 2012

Present: Roger Abshire, Leroy Ashorn, Gloria Buchanan, Kurt Jesswein, Philip Morris, and Valerie Muehsam.

1. Approval of Minutes from January 27, 2012. The minutes were modified and approved.
2. HEAF Funds/Renovations. The remainder of the HEAF funds will be used to convert Room 102 to a storage/work area and to create an office for the Coordinator of Graduate Studies and Distance Learning in the Dean's suite.
3. Graduation Ceremonies. COBA spring graduation ceremonies will be held on Friday, May 11, 2012. The departments of Economics & International Business and General Business & Finance along with the College of Sciences will be held at 2:30pm. The departments of Accounting and Management & Marketing along with the College of Criminal Justice will be held at 7:30pm. The leadership team discussed the possibility of having a reception during the time between the two graduations. The chairs were also asked to think about a speaker if necessary.
4. Distance Learning Funds. This year, the college will earn over \$400 thousand in distance learning funds. Currently, there over \$100 thousand that has not been committed and another \$80 thousand in fund balance. There was discussion about using the uncommitted funds to hire graders. Each of the chairs will survey their faculty about graders. Hiring graders will be put back on the agenda for the next meeting.
5. Degree Plans. The chairs will have to sign all degree plans.
6. Schedules. The chairs will meet next Friday at 8:30am to look at the long term TUC schedule.
7. Miscellaneous Items.
  - a. Attendance initiative will be required for online classes in the future.
  - b. Departmental/College Logos will have to go through Kris Ruiz.
  - c. Dr. Tayebi wants to change to composition of the curriculum committee to include an associate dean from each college.
  - d. If a faculty member fails to get grades in on time, he will be allowed to turn in grades for the whole class on one form.
  - e. Since the registration block is being removed for the "Big Six", the chairs will need to make sure prerequisites are done for courses. The faculty will also need to make sure that students have successfully completed prerequisites. Prerequisites will be put on the agenda for the next meeting.
  - f. The deadline to apply for scholarships through ScholarX is February 15, 2012.
  - g. The college needs three nominations for the Business Hall of Fame by March 2012.