

COBA LEADERSHIP TEAM MINUTES

Friday, December 13, 2013

Present: Ed Blackburne, Doug Berg, Gloria Buchanan, Kurt Jesswein, Gerald Kohers, Juliana Lilly, Philip Morris, Mitchell Muehsam and Valerie Muehsam.

Guests: Ruth Cubas and Jacob Spradlin.

1. Approval of Minutes from October 25, 2013. The minutes were emailed to the Leadership Team for their review.
2. Potential Initiatives. The dean asked the Leadership Team if there should be an initiative for faculty to be paid an overload for conducting a small class for competition. The chairs agreed that overloads should be decided on a case by case basis. The dean asked Dr. Berg to research other universities in regards to developing a list of student competitions.
3. Faculty Office Needs. Classroom 309 is going to be converted into office space during the summer. Dean Muehsam asked the chairs to let him know who will be in each office.
4. Planned Expenditures.
 - a. HEAF. Please provide Gloria a list of HEAF requests. Economics and International Business requested a copier.
 - b. Salary Savings. Please provide Gloria a list of one time expenditures that can be purchased from salary savings. General Business and Finance would like new tables and chairs for two of its classrooms.
5. CAD Items.
 - a. New Hire Faculty Credentials. A form is being created for the chair and/or dean to complete if a potential new faculty member does not have the minimum degree requirements to teach a course. The chair and/or dean must make a case of why that person is qualified to teach.
 - b. DPTAC. The dean asked what role should a chair play when the DPTAC committee meets in regards to faculty that are up for tenure and/or promotion? Who should call the DPTAC meeting? Each of COBA's departments handle it differently, but each did not have a real preference. Dean Muehsam will share with Dr. Hebert how each department does it in the College of Business Administration.
6. Miscellaneous.
 - a. Ruth Cubas and Jacob Spradlin met with the Leadership Team to show the chairs what they can do in Blackboard since they now have access to their department's courses. They mentioned that one of their proposed new initiatives is to have 24 hour support. Faculty can contact Mike or anyone in Delta if they need assistance. Delta will also post when Blackboard is down.
 - b. The heat will be out in the old part of the Smith-Hutson building during the break. The air handlers are being replaced in the building.