

COBA LEADERSHIP TEAM MEETING MINUTES

Friday, September 28, 2012

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

Guests: Bill Angrove and Trina Strange

1. DELTA, Associate Vice President, Bill Angrove. Bill Angrove and Trina Strange met with the Leadership Team to discuss online course development and training compensation. DELTA is considering reimbursing faculty teaching online courses for developing the course. Faculty members will be reimbursed \$1000/per course. DELTA will also reimburse faculty members \$1000 for making significant improvements to an online course. Also, DELTA will pay faculty members \$500 for completion of online instructor certification. In addition, DELTA will pay faculty members \$500 for development of a course plan approved by DELTA and the Dean. Online courses will be moved from eCollege to Blackboard in the spring. The Leadership Team asked if a repository could be created on Blackboard so that students could have access to online support and materials. Doug Berg will meet with Jacob Spradlin and Bill Angrove to come up with a plan for a repository. Dean Muehsam and Bill Angrove will meet to work on questions for online evaluations. Also, Dean Muehsam is going to create a short video to be shown at the beginning of online course evaluations encouraging students to complete the course evaluations and to emphasize that technology issues should be evaluated separately.
2. Approval of Minutes from September 14, 2012. The minutes were approved.
3. AACSB.
 - a. Review of proposed new standards. Dean Muehsam and Dr. Ashorn attended the AACSB Annual Accreditation Conference in September. The Leadership Team briefly went over the proposed new standards. The number of standards has decreased from 21 to 15. All 15 standards will be equally important. There was a brief review of the standards and the chairs were asked to review the proposed standards to allow for a more detailed discussion in the near future.
 - b. Plan for informing faculty and staff. The college may have two or three faculty meetings to discuss the proposed new standards.
4. Program Reviews. Dean Muehsam met with the INB program review committee and gave them a charge to create a philosophy for the program which should guide the program review. He will meet with the General Business program review committee on Monday.
5. CAD Items.
 - a. Dashboard indicators. The Dean asked the chairs to think about what information the college would want to have included on the dashboard that would provide a quick overview of the college.
 - b. IDEA. Dr. Blackburne and Dean Muehsam will schedule a meeting with Amanda Clarke to see what data they have available.
6. Miscellaneous.

- a. Master Syllabi. All the departments have completed their master syllabi. Dr. Berg would like for the departments to email their master syllabi to him. Dr. Berg will develop a process to share the master syllabi with the faculty.
- b. Dean Muehsam has been selected to be on the Recruitment and Retention Committee. He has been asked to create a predictive model for enrollment.
- c. Meet the Firms. There were 29 employers at Meet-the-Firms. Employers expressed their appreciation for the event. Just as with the Advisory Council Members, the employers stressed the importance of students having and improving communication skills.
- d. OATDB. This needs to be completed soon.
- e. Written Materials Prepared by Faculty Members and Outside Employment Forms are due today.