

# COBA LEADERSHIP TEAM MEETING MINUTES

Thursday, October 13, 2011

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

1. Approval of Minutes from September 30<sup>th</sup>. The minutes were modified and approved.
2. COBA Advisory Council Meeting. The COBA Advisory Council will meet in two weeks. The dean will let the advisory council know that the college will be developing points of excellence. In order to pursue these points of excellence the college may need funding. George Yax has agreed to be on the advisory council.
3. Points of Excellence. To date, the college has three recommendations for points of excellence: SAP, Technology Lab, and Study Abroad. These points of excellence will give our students an advantage and make them more attractive to potential employers.
4. Implementing Strategic Plan Action Items
  - a. Program Reviews update. Any change in curriculum has to be approved by January to take effect fall 2012. The MBA program review committee met this week. The business core program review committee also met this week. The business core program review committee is looking at ERP programs, peer schools, and communications at other schools.
  - b. Faculty Development – Summer Research Grants update. Dr. Abshire and Dr. Blackburne are working on a proposal for summer research grants. They have prepared three proposals for summer research grants. The goal of the summer research grants is for faculty to have more articles and to improve the quality of those articles. The leadership team was asked to review the proposals so that a decision could be made soon.
5. IDEA Distribution. The IDEA forms will be provided to the colleges on Monday, November 7<sup>th</sup>. The faculty may distribute the forms during night classes starting on Monday, November 14<sup>th</sup>, and day classes starting on Monday, November 21<sup>st</sup>. The forms must be returned to Institutional Research by Friday, December 9<sup>th</sup>.
6. CAD Items.
  - a. Strategic Planning. During the meeting, the Leadership Team reviewed the 2011-2012 strategic goals and objectives for COBA. Dr. Muehsam has to submit these goals and objectives to Dr. Hebert by next week. The departments will need to submit their goals and objectives to the dean in two weeks. In February 2012, strategic plans for next year will be developed.
  - b. Academic Calendar. In fall 2012, there will be less contact hours. MWF classes will only have 41 contact hours and TTH classes will have 42 contact hours. The faculty need to make sure that content in the classroom does not go down.
7. Miscellaneous.
  - a. The Chairs need to encourage faculty to attend e-college training sessions.
  - b. Online Assessment. Dr. Berg would like to do an online assessment which includes a pre-test and a post-test. It costs \$45 per student. It will be discussed at the next meeting.