

## COBA LEADERSHIP TEAM MINUTES

January 9, 2015

Present: Doug Berg, Gloria Buchanan, Philip Morris, Juliana Lilly, Mitchell Muehsam, and Valerie Muehsam.

1. Approval of Minutes from October 24, 2014 and November 25, 2014. The Dean emailed the minutes to the leadership team for their review.
2. Faculty/Staff meeting. The faculty/staff meeting will be held on Monday, January 12, 2015 at 9:30am. The dean will remind the faculty about the AACSB visit, event dates, and faculty accomplishment/FES submission deadlines.
3. Faculty accomplishments/FES submissions. Dr. Lilly created a PowerPoint example for faculty to use to submit their accomplishments for the past five years. Faculty accomplishments should include teaching, research, and service that are impactful, innovative, and engaging. The faculty accomplishments are due February 13, 2015. FES submissions are due to the chairs by February 1, 2015. FES submissions typically should be between one to three pages long. A signed statement from the faculty member should be kept by the chair in regards to FES submissions. The chairs will meet in early February to go over FES scores.
4. CAD Items.
  - a. Strategic Planning/Budget Planning/Curriculum Planning. CAD met in December to go over the process of Strategic Planning, Budget Planning, and Curriculum Planning. The dean would like the leadership team to have a discussion about what the college's process should be in regards to adding new degree programs.
  - b. Policy review. CAD will be reviewing faculty policies such as faculty workload and promotion and tenure during the spring semester.
5. Miscellaneous.
  - a. New Travel Policies and Procedures. There are new travel policies and procedures effective January 1, 2015. Some of the new changes include no reimbursement for non-overnight travel, increase in mileage reimbursement rate from .56/mile to .575/mile, and employees can be reimbursed for up to 50% over the per diem rate for lodging.
  - b. Grader. Dr. Lilly has hired a grader to grade papers for courses in COBA.