

# COBA LEADERSHIP TEAM MEETING MINUTES

Friday, March 29, 2013

Present: Roger Abshire, Leroy Ashorn, Ed Blackburne, Doug Berg, Gloria Buchanan, Gerald Kohers, Philip Morris, Mitchell Muehsam and Valerie Muehsam

1. Approval of Minutes from March 1, 2013. The minutes were modified and approved.
2. Lecturers. There was discussion about the viability of pursuing “professionally qualified” faculty who could be hired as lecturers. Some of the departments agreed to advertise these positions; however, these positions are contingent on funding.
3. Teaching Grants. There was discussion on whether COBA should offer teaching grants, analogous to the COBA’s summer research grant program. These teaching grants would encourage faculty to be innovative in the classroom. If feasible, the teaching grants should be created in such a fashion so as not be viewed as a competitor with the Teaching in Excellence awards. The teaching grants must have a “deliverable”. Ed Blackburne and Valerie Muehsam will develop a proposal to share with the Leadership Team.
4. Summer Research Grants. Recipients of the Summer Research Grants are supposed to be notified by the second Friday in April. Dean Muehsam asked the Leadership Team to let him know their ranking of the research proposals by Friday, April 5, 2013.
5. Program Reviews.
  - a. Undergraduate reviews. Undergraduate reviews are on hold until after the 2013 AACSB International Annual Meeting in April has been held.
  - b. Graduate reviews. An outside committee is conducting an onsite visit of COBA from April 22, 2013 – April 24, 2013. There will be a meeting with the chairs on April 23, 2013.
6. FES. A date will be found for the chairs to meet to compare evaluations. The goal of the meeting is to promote inter-rater reliability.
7. Assurance of Learning. Dean Muehsam would like to share what they learned at the AACSB Assessment Meeting with the faculty. A faculty meeting will be scheduled after the 2013 AACSB International Annual Meeting in April is held. Dr. Berg is going to send out an email to the MATS and GATS about a report that needs to be put together for fall. The Leadership Team approved for Dr. Berg to order EBI graduating student exit surveys for both the graduate and undergraduate programs.
8. CAD Items.
  - a. FY14 budget cycle update. There is a meeting scheduled on April 11, 2013 in regards to COBA’s budget requests for FY2014.
  - b. Center for Innovation & Technology. The Center for Innovation & Technology was approved by CAD. It will be located in the old cinema, at the corner of Sam Houston Avenue and Avenue I. COBA salary savings were used to partially fund equipment for the Center.

- c. Program Marketing. Dean Muehsam submitted Management and Banking as the next two programs to potentially receive funding for marketing efforts. A decision will be made (at the university level) in the near future as to which programs across campus will receive funding. In the next cycle, COBA would like to market the college as a whole as opposed to specific programs.
- d. Bookstore. Representatives for the bookstore came to CAD and talked about Faculty Enlight, a new program for ordering books. They are willing to go to departments to talk about the program.

9. Miscellaneous.

- a. Writing Enhanced Courses. The departments need to let Maria Busby in the Registrar's office know what courses are writing enhanced each semester. For a course to be writing enhanced, 50% of the grading must be writing assignments. To graduate, students are required to complete 18 hours of writing enhanced courses, at least six hours of which must be in the "major".
- b. There are transfer equivalency issues with political science courses. Valerie Muehsam notified Dr. Eglsaer about the issue.
- c. New Core Curriculum. BUAD 2321 and the new 1 hour ECON course will be part of the new core curriculum effective fall 2014.
- d. Faculty teaching summer school will be paid over the whole summer. There will be some exceptions for those that will be early retirees and those teaching summer II only.
- e. Saturdays@Sam is Saturday, April, 6, 2013.
- f. Jamie Collins is going to be a new tenure-track assistant professor in the department of Management and Marketing this fall.
- g. Winners for Excellence in Service and Excellence in Research will not be finalized until the summer.
- h. Gerald Kohers asked the chairs to encourage their faculty to fill out the survey sent by the Faculty Senate.
- i. ScholarX. There was discussion about the problems with ScholarX and the lack of applicants this year.