

## **COBA LEADERSHIP TEAM MEETING MINUTES**

**Friday, October 12, 2012**

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

1. Approval of Minutes from September 18, 2012. The minutes were modified and approved.
2. Program Review Update.
  - a. Review of Master Syllabi. Dean Muehsam sent out an email requesting all faculty to review the courses outside their major. PDF versions of the Master Syllabi are available under the course COBAFACCOM through Blackboard. By November 16<sup>th</sup>, each department should provide the Leadership Team a summary of their evaluations. A template will be developed for the summary report.
  - b. MBA Review

6.