

# **COBA LEADERSHIP TEAM MEETING MINUTES**

**Friday, November 30, 2012**

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

1. Approval of Minutes from November 16, 2012. The minutes were modified and approved.
2. Program Review Update. Each department has submitted its comments in regards to each course in the Business Foundation. These comments have been summarized and have been made available on Blackboard. To encourage communications and input across departments, an email will be sent to the faculty asking them to post their responses to the summaries on Blackboard. The Leadership Team would like to receive faculty responses before the end of the semester.
3. Online BBA in GBA. The BBA in GBA is technically available online. When people call inquiring about the online program, they need to be informed about the university's admission process and told that the number of online courses offered each semester is limited.
4. COBA Strategic Plan. The college strategic plan is due to the Provost's Office in January. Dean Muehsam will email last year's strategic plan to the Leadership Team. The Leadership Team will discuss the strategic plan at the next meeting.
5. Summer Research Grants. Dean Muehsam will send an email to the 2012 summer grant recipients reminding them that their progress reports are due by December 3, 2012. Dean Muehsam will also send out an email requesting Research Grant Proposals for summer 2013. They will be due the second Friday in March.
6. CAD Items.
  - a. Faculty Salary Savings. Salary savings will be swept back to Academic Affairs to be used to pay for visa expenses, unemployment benefits, retirement benefits, and one-time initiatives.
  - b. College Blackboard Training. There will be Blackboard representatives on campus to train faculty on how to use Blackboard. Bill Angrove would like each college to let him know their three preferred training dates. Dean Muehsam will submit the following dates: January 17<sup>th</sup>, January 22<sup>nd</sup>, and January 24<sup>th</sup>.
  - c. Prerequisite Policy. Modifications will be made to the prerequisite policy regarding the procedures for changing prerequisites.
  - d. SUE (Space Utilization and Efficiency) Access. All faculty and staff will be given access to SUE report.
7. Miscellaneous.
  - a. HEAF funds. The dean asked the chairs to think about their needs in regards to HEAF funds.

- b. Graduation Reception. There will be a graduation reception on Friday, December 14, 2012 at 5pm. Dean Muehsam will notify the faculty.