

**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 November 11<sup>th</sup>. The minutes were modified and approved.
2. Big Six/Prerequisites. The Big Six prerequisites, as implemented within Banner, have created some unintended consequences that made it difficult for non-majors to enroll in business courses. To alleviate these issues, the Big Six courses will be hard coded as prerequisites for specific courses. Students will still be advised that the Big Six is required before they will be allowed to take upper level business courses. The chairs were asked to review the prerequisites for their courses and make any changes necessary to the prerequisite tree on the t-drive. Once everyone has reviewed and made changes to the prerequisite tree, it will be emailed to Maria Busby.
3. Budget.
  - a. Departmental expenditures. Each chair was asked to turn in a report by March 1<sup>st</sup> on how they allocated their funds. At that time, the chairs will need to forecast their needs for the remainder of the fiscal year. If there is any money left over, it will be reallocated. The Provost's Office will be looking at college fund balances.
  - b. HEAF funds. COBA received \$92,000 in HEAF funds this year, a decrease from last year's total of \$175,000. IT@SAM will be responsible for some expenses that previously were covered by HEAF funds. Fawzi is going to look at our IT requests and prioritize them and share the results with the Leadership Team.
- 4.

- a. Calendar year 2010. The chairs need to submit FES Reports for 2010 to the dean.
- b. Templates for CY11. The chairs will give faculty guidelines for completing their CY11 accomplishments. It will be discussed at the next meeting.

#### 7. Building Needs.

- a. Faculty office space. We are hiring four new faculty members for next fall and we need to make sure we have enough office space. With more classes being offered at TUC and online, classrooms may be converted into office space. It will be discussed at the next meeting.
- b. Storage space. We have limited storage space in COBA. Classrooms may be converted into storage space. It will be discussed at the next meeting.
- c. Classrooms. Dr. Ashorn is working on a plan to convert Room 108 into office space for the new MBA/Distance Learning coordinator.

#### 8. Updates

- a. Faculty Development – Summer Research Grants update. There is \$50,000 set aside for summer research grants. The summer research grant process needs to be finalized soon so that it can be announced at the spring faculty meeting.
- b. Faculty searches. An Assistant Professor of Business Communications and an Assistant Professor of Finance have been hired for General Business and Finance. The searches for positions in Accounting and Economics and International Business are still in process.

#### 9. CAD items

- a. Outside employment. Only full-time faculty will be required to complete the Outside Employment form.
- b. Learning Management System (LMS). DELTA is exploring a new learning management system (LMS) called Canvas.

#### 10. Miscellaneous

- a. There is a recall on Steelcase chairs. The departmental chairs will notify the faculty to return the chairs to the classroom so they can be fixed during the break.
- b. The Leadership Team agreed that five intellectual contributions, to include two quality contributions (e.g., peer reviewed journals, significant external grants, and non-