

## **COBA LEADERSHIP TEAM MEETING MINUTES**

**Friday, September 30, 2011**

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

**Guests:** Teresa Ringo and Dana Bible.

1. AdAstra. Teresa Ringo and Dana Bible from the Registrar's Office would like COBA to participate in a beta test using AdAstra for scheduling classrooms for summer 2012. They will contact each of the chairs to determine their needs and preferences. If there are issues in the summer, COBA will be tested again in the spring. The chairs agreed to work with the Registrar's Office.
2. Approval of Minutes from September 16th. The minutes were modified and approved.
3. TUC Schedules. The Leadership Team looked at the TUC schedule for the upcoming spring and made revisions so that there would be a more balanced schedule, especially for courses in the business foundation. The chairs, in conjunction with Dr. Ashorn will develop a strategy for offering TUC classes in the future.
4. Implementing Strategic Plan Action Items
  - a. Program Reviews. Dean Muehsam asked the Leadership Team what items should be included in program reviews. Suggested items included faculty qualifications, curriculum, admission standards, demographics, etc.
  - b. Faculty Development – Summer Research Grants. Dr. Abshire and Dr. Blackburne are working on a proposal for summer research grants. Input was requested from the Leadership Team.
5. CAD Items.
  - b. Marketing Programs. CAD was asked to identify 10-12 programs for the marketing campaign. Programs will be rotated each year. The Leadership Team decided to submit MIS and International Business as two programs from the COBA for the marketing campaign.
  - c. Social Media Policy. CAD met with Kris Ruiz and requested they reword the Social Media Policy.
6. Miscellaneous.
  - a. Points of Excellence. The chairs were asked the status of faculty input related to identifying points of excellence.