

## **COBA LEADERSHIP TEAM MEETING MINUTES**

**Friday, September 16, 2011**

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 July 29th. The minutes were not available for review.
2. Curriculum. Each of the chairs was asked to review the proposal for a BBA in Entrepreneurship during the weekend. Suggested modifications will be submitted by email to be followed by a vote as to whether or not to approve the proposed degree.
3. TUC.
  - a. Schedules. Prior to the end of the semester the chairs will meet to review the long-term schedule of courses to be offered at TUC.
  - b. Classroom needs for new b

- b. Brochures. The dean's office has ordered brochure paper to permit the departments and college to create brochures on an at-need basis. The dean's office is creating a brochure for the CenterPoint Professional Development Day. This brochure can be used as a template. Mandy or Carol will be available to assist the departments if they need brochures.
7. CV/Syllabi (HB2504). CV/Syllabi need to be submitted to the department by the seventh class day.
8. COGNOS Reports. Dr. Blackburne is on the COGNOS Reports committee. The chairs and deans will work with Dr. Blackburne to identify needed reports.
9. CAD Items.
  - a. Distance Learning Fee. During the Strategic Planning Retreat \$125,000 of Distance Learning Fees (DLF) was held in reserve to partially address an anticipated summer deficit. Thanks to President Gibson and Provost Hebert that deficit has been addressed without using the college's DLF. A discussion was held as to how to allocate the funds. It was decided that the funds would be used to pay the salaries of faculty teaching distance learning classes. In turn, this would free up designated tuition to be allocated for faculty development/travel, fundraising, and AoL.
  - b. GPA Calculations. For students currently enrolled, the highest grade of the repeat class will count towards GPA no matter where that class was taken.
  - c. CAD Retreat. There is a CAD Retreat on October 11<sup>th</sup>. The deans will be asked the following questions:
    - What should be included in program reviews?
    - What functions are common to all colleges?
    - What is unique about our college?
  - d. Kyoto Prize. Information about the Kyoto Prize was dispersed. The categories do not include the work most business faculty produce.
10. Miscellaneous.
  - a. Committee Assignments. They will be assigned as necessary.