

COBA LEADERSHIP TEAM MEETING MINUTES

Friday, January 28, 2011

Present: Roger Abshire, Leroy Ashorn, Doug Berg, Ed Blackburne, Gloria Buchanan, Bala Maniam, Philip Morris, Mitchell Muehsam, Valerie Muehsam and Fawzi Noman.

1. Visit from Fawzi Noman, COBA's Director of Technology. Mr. Noman recommended that COBA faculty receive desktops instead of laptops as their primary work station. Desktops are less expensive and are easier to maintain than laptops. He also recommended that eight laptops be purchased for the college so faculty can check them out as needed. The Leadership Team agreed with these recommendations.
2. Approval of Minutes from December 10th. The minutes were modified and approved.
3. AACSB Visit. Transportation arrangements have been made for the AACSB Reaccreditation Team. There will be a dinner at the Homestead on Sunday night. Dean Muehsam will send out an email to the faculty reminding them about the meeting on Monday.
4. COBA Policies.
 - a. FES. Dr. Kavanaugh sent Dean Muehsam some suggestions in regards to the new FES policy. The Leadership Team reviewed the suggestions. Dr. Muehsam will respond to Dr. Kavanaugh.
 - b. AQ/PQ. A footnote will be put in the policy to provide information as to how administrators may maintain AQ/PQ status. The policy will be updated later.
5. Business Foundation.
 - a. Committee. The committee will be chaired by Dr. Abshire and report to Dr. Ashorn. The committee members will be Dr. Berg, Dr. Blackburne, Dr. Zelbst, Dr. Kohers, Dr. Breazeale, Dr. Robertson, and Mr. Harwell.
 - b. Business Foundation Questions. Dean Muehsam and Dr. Ashorn will give the committee the initial charge. The committee will be asked to include input from outside sources such as the COBA Advisory Council, alumni, and employers as to what basic knowledge and skills a COBA graduate should have, regardless of their major.
6. Budget. Due to moving to Banner, the Dean's Office is going to transfer 90% of what was spent on travel last year to the departments for travel expense for the remainder of the year. The Dean would like the department to adhere to the limits of \$1,500 for foreign travel, \$1,200 for out-of-state travel, and \$750 for in-state travel. The Leadership Team will make suggestions as to how the College can best utilize distance learning funds. The dean requested that the chairs be prepared to discuss how budgets should be addressed at the next meeting.
7. Miscellaneous.

- HEAF funds. Approximately \$72,000 is needed to replace computers in labs. Also, the Economics and International Business requested \$2,000 for a server.
- Scholarships. Dean Muehsam will send out an email to remind COBA students to apply for scholarships through ScholarX. Invitations to the COBA Awards Ceremony should be sent to all living donors. Each scholarship recipient will be required to send a thank you note to the donor.
- Japan/Puebla. The study abroad programs in Puebla and Japan will receive \$12,000 and \$18,000 respectively in scholarship money. The remaining \$20,000 will be used for graduate/Smith-Hutson scholarships.
- Committee Assignments. Dr. Ashorn and Dr. Maniam will work on new committee assignments and bring recommendations back to the Leadership Team.
- Scheduling Needs. Dean Muehsam will meet with Dana Nicolay, who is on the university committee to address scheduling needs.