**COBA LEADERSHIP TEAM (CLT)**

**Thursday, September 8, 2011**

4:00-5:30pm, Glass 400B

**MINUTES**

Present: Dean Stephanie Bryant, Sandy Culver, Drs. Dave Meinert, Elizabeth Rozell, Dick Williams, Jerry Chin, Kent Ragan, Barry Wisdom, Ron Coulter, Shawn Strong

Absent: Kate Mendenhall and Dick Laird

1. **Announcements**
   
   **Stephanie Bryant**
   
   a. “COBA Connect” – new name for e-Newsletter
   b. Executive Board Room Project
      i. Dean Bryant met with Design & Construction on possibilities
      ii. We hope this will be in place by Fall 2012
   c. Glass Hall Landscaping
      i. Dean Bryant met with grounds department to discuss landscaping
         around Glass; we are having new landscaping put in. The
         university’s landscape architect is working with Dean Bryant on the
         design
   d. Pat Lucas is working on COBA’s electronic pictorial directory, to be
      hopefully ready by mid-September
   e. Student Leadership Council
      i. All Student Organization Presidents have been invited
      ii. First meeting is scheduled for next week
      iii. Created to listen to the students and get their input
   f. TCM
      i. Proposal made to have the people in the department together
      ii. Looking for space to do so
   g. Sabbaticals
      i. Encourage faculty to apply
      ii. Deadline is November 1
   h. E-mails
      i. Dean Bryant does not respond to e-mails from anonymous sources
      ii. Use the “BCC” when sending e-mails to large number of people to
         avoid the distribution list being forwarded

2. **Public Affairs “Culture of Connectivity”**
   
   **Kent Ragan**
   
   a. Public Affairs Week is April 17th – 20th
   b. Sherry Cook and Kent Ragan are the COBA Representatives
   c. Panelists and plenaries needed to speak at conference
3. COBA Committee Update  
   Stephanie Bryant  
   a. Committees have been restructured to what COBA really needs  
   b. Definitions of committees discuss  
   c. Still need representatives from departments  

4. Flextime Work Scheduling  
   Stephanie Bryant  
   a. Request for flex time arrangement was discussed. The group felt that we should not have students as the only staff manning the offices later in the afternoon. Consensus was that 7:30 a.m. should be the earliest start time and 4:00 p.m. should be the earliest stop time. Additionally, all staff must take at least a half hour lunch.  

5. AACSB Update  
   Elizabeth Rozell and Phil Harsha  
   a. Please respond to committee members’ requests for information in a timely manner  
   b. TCM/FID undergraduate programs have been officially excluded from the AACSB review.  
   c. Changes to AQ/PQ qualifications have been drafted  
   d. Need to work on getting our PQ numbers up  
   e. Need to get PQ faculty statement of:  
      i. How they are professionally qualified  
      ii. Department Heads will collect statement  
      iii. Phil will set up Digital Measures accounts for instructors and per course faculty if needed  
   f. Vitas needed for everyone for the report (These will be generated from Digital Measures)  
      i. Fall 2011 and Spring 2012  
      ii. Phil will work with DM people to customize reports  
   g. AQ/PQ Best and Worst Case Scenarios discussed  
      i. Preliminary numbers included 2 in 5 standard  
      ii. 60% AQ is goal for each department  
      iii. “Other” (neither AQ nor PQ) cannot be more than 10%  

Meeting adjourned at 5:35 p.m.  

**Fall 2011 Calendar Notes**

| September |  
| --- | --- |
| 19 | Accounting Career Day  
| 20 | Business Career Day  
| 21 | Computer Day  
| 28 | President’s State of the University Address  
| 30 | Faculty T/P dossier due to Dept. Heads  

| October |  
| --- | --- |
| 3 | Dept. Heads send T/P dossier to T/P Committees  
| 7 | Early annual tenure review for 2nd yr. faculty  
| 8 | Advisory Board Dinner  
| 12 | Advisory Board Meeting  
| 13 | Mid Semester  
| 14 | Fall Break – No Classes/Offices Open  
| 21 | T/P Committees submit recommendations to Dept. Heads.  
| 29 | Homecoming  
