

COBA LEADERSHIP TEAM (CLT)

Thursday, June 7, 2012

2:00-4:00pm, Glass 400B

MINUTES

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

1. AACSB accreditation update
 - a. Final missing data *Phil Harsha*
 - i. PQ individuals (instructors & per course) need to upload data into Digital Measures in order to justify to AACSB how they are PQ
 1. Department heads will contact these faculty in their department
 2. Department heads were given packets on what they need to share with their faculty
 3. We need this data next week
 - a. Report back to Dean Bryant by next Friday
 4. These faculty need to be PQ in order to continue teaching in Fall 2012
 - ii. Intellectual contributions
 1. Some contributions entered are missing minor data such as page numbers
 - a. Universal agreement that this was not as critical
 - iii. Incorporate updating Digital Measures in annual reviews
2. Dean Bryant's updates *Stephanie Bryant*
 - a. Strategic plan
 - i. The changes to the strategic plan were reviewed
 1. Incorporated faculty comments
 2. Incorporated President/Provost comments
 - ii. Voted on adopting changes and the strategic plan
 1. Motion: Coulter
 2. Second: Wisdom
 3. Vote: Unanimous
 - b. New hires
 - i. Management department head hire
 1. Internal search if possible
 - a. Internal candidates willing and able
 2. Search committee
 - a. Dr. Dave Meinert, *chair*
 - b. Dr. Jerry Chin, CIS
 - c. Dr. Mike Liebert, MGT
 - ii. Marketing department head hire
 1. Internal search if possible

- a. Internal candidates willing and able
 - 2. Search committee
 - a. Dr. Libby Rozell, *chair*
 - b. Dr. Dick Williams, SOA
 - c. Dr. Steve Parker, MKT
 - iii. Recruiter search
 - 1. Narrowed candidates to four people
 - 2. Telephone interviews
 - 3. On-campus interviews will be in the next couple of weeks
 - iv. Marketing faculty hire
 - 1. Amy Stokes
 - v. Management faculty hire
 - 1. No candidates for the tenure-track position
 - 2. Expanded search to a clinical hire
- c. Scholarship banquet
 - i. Department heads & guest
 - 1. COBA will pay, in accordance to university policies
 - ii. Additional faculty
 - 1. Departments can pay for their faculty to attend, in accordance to university policies
- d. Student Organization Showcase
 - i. Tuesday and Wednesday of the second week of the semester
 - ii. Each organization will have a table for recruiting
 - iii. Rowena is in charge of coordinating the event
- e. Staff of the Month program
 - i. Idea came out of Staff Council
 - ii. Randomly selected staff – only non-exempt staff are eligible
 - iii. Designated parking space in lot 19A (next to Dean Bryant's space)
 - iv. Lunch w/ Dean Bryant
- f. University (Provost) committees
 - i. Document reviewed of committees that have COBA faculty who have terms ending
 - ii. Committee appointments
 - 1. Assessment Council – Phil Harsha, SOA
 - 2. Faculty Research Grants & Fellowship Committee – Reappoint Diane Slattery, TCM
 - 3. First-Year Council – Reappoint Olen Greer, SOA
 - 4. Foundation Awards Committee – Ed Chang, FGB
 - 5. Tenure & Promotion – Wayne Anderson, FGB
- g. Large classroom scheduling guidelines
 - i. COBA has had issues with scheduling large classrooms
 - ii. Space Allocation Committee has drafted a document with guidelines for scheduling large classrooms
 - iii. Large MGT/MKT classes should meet these guidelines and receive priority
- h. Reutilization planning

- i. Art Department is moving to Brick City
 - ii. Space opening up on campus
 - 1. Deans to write proposals for unmet space needs in their college for the available space
 - iii. MDI/SBTDC move date is between March & May of 2013
 - i. Decision on Business Communications proposal
 - i. CLT agrees that the core needs to be reexamined, 286 will be reviewed in this process
 - j. T & P guidelines review
 - i. 2011-12
 - 1. FGB approved by Provost's office
 - 2. FID minor changes to be made
 - 3. TCM minor changes to be made
 - ii. 2012-13 – two departments from COBA scheduled for their review of T&P guidelines
 - 1. Accounting
 - 2. Marketing
 - k. Glass Hall renovations & General Assembly legislation
 - i. Dean Bryant has a meeting with President Smart in regards to funding Glass Hall renovations
 - ii. Soft legislation passed by General Assembly that the state will match new/private money
 - 1. Funding by state still up in the air

3. Dr. Rozell's updates

Libby Rozell

- a. Online proctoring
 - i. Glass Hall 101 available for on-line exams
 - 1. Fridays from 3:30 P.M. – 5:30 P.M.
 - 2. Faculty need to be present
 - 3. Room can be used by multiple faculty/sections at the same time
- b. GA policy
 - i. Graduate College requested that we have a policy
 - ii. Policy will be looked at in the fall
- c. Summer research grant guidelines
 - i. Guidelines have been changed and were reviewed by CLT
 - ii. Dr. Rozell will send the revised guidelines to the department heads for distribution to their faculty
- d. Minimum class sizes
 - i. Net revenue for each class looked at based on number of students enrolled
 - ii. Generally, a class needs to pay for itself or come close
 - 1. 100-299 level courses need to have 20 students
 - 2. 300- 499 need to have 15 students
 - 3. 500-599 need to have 8 students
 - 4. 600-699 need to have 6 students

- e. AACSB accreditation update
 - i. Report is almost done
 - ii. Need the PQ documentation to complete the COBA report

4. Dr. Meinert's updates

Dave Meinert

- a. EMBA schedule for cohorts 13, 14, 15
 - i. Record amount of applications (95) for upcoming program
 - ii. 5 cohorts for fall 2012
- b. IBP
 - i. Michelle Hulett returned from conference with great ideas
- c. China campus
 - i. Scheduling
 - ii. Enrollment is down
 - 1. Down to 1 section per class
 - iii. 3 alumni receptions
 - 1. Each had 100+ attendees
 - iv. Building coordinator notes
 - 1. Air fresheners will be installed in all bathrooms
 - 2. 2 of 3 rooms have been re-carpeted
 - v. Academic integrity
 - 1. Dave Meinert will attend all fall departmental meetings to talk about academic integrity

5. Departmental updates

Meeting adjourned at 4:20 P.M.

Summer 2012 Calendar Notes

June

11 – 15

Dean Bryant out of the office

July

4

4th of July – No classes/Offices closed