

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 2 nd yr. faculty
	Advisory Board Dinner
8	Advisory Board Meeting
12	Mid Semester
13	Fall Break – No Classes/Offices Open
14	Fall Break – No Classes/Offices Open
21	T/P Committees submit recommendations to Dept. Heads.
29	Homecoming