

COBA LEADERSHIP TEAM (CLT)

Thursday, July 5, 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, Kent Ragan, Ron Coulter, Shawn Strong

1. Dean Bryant's updates *Stephanie Bryant*
 - a. Approval of 2012-13 high priority action items
 - i. Dean Bryant reviewed the high priority items highlighted in the strategic plan.
 1. Motion: Coulter
 2. Second: Mendenhall
 3. Vote: Unanimous
 - b. T & P process
 - i. Dr. Rozell will monitor the process
 1. Keep track of faculty going up
 2. Keep track of promotion and tenure calendar
 - a. Send reminders of upcoming due date
 - ii. Original documents – Annual progress review for tenure and/or promotion
 1. Deans office will keep original documents in faculty personnel files
 2. Copies will be provided to departments for departmental files
 - iii. Standardized binders for applications for tenure and/or promotion
 1. The previous year's checklist for application materials from the Provost's Office was reviewed
 2. COBA checklist created and reviewed
 - a. Two volumes
 - i. Volume 1 will contain all materials/documents to be sent forward to the Provost's Office
 - ii. Volume 2 will contain supplemental materials/documents for the college level reviews
 - iii. COBA Checklist will be available on COBA faculty resource page
 - b. Tabs
 - i. Rowena will provide pre-labeled tabs to the departmental administrative assistants
 - c. Cover
 - i. Template will be created and be made available on COBA faculty resource page
 - c. Scholarship process
 - i. Pat Lucas is our best resource for questions on the process
 - ii. Working with Foundation to streamline the process

- d. Faculty positions
 - i. ACC – replacement line
 - ii. FGB – replacement line
 - iii. TCM – replacement/Facilities Management line
 - iv. MGT – replacement line
 - v. MKT – has hired
- e. DH reappointments
 - i. All department heads are out of contract
 - ii. Dean Bryant will work on new letters
- f. Standard operating hours
 - i. Offices open 8 AM – 5 PM
 - ii. Lunch coverage options were reviewed
 - iii. Make an effort to keep the office open before closing the office
- g. Staff of the Month
 - i. Starts in August

- 2. Dr. Rozell's updates *Libby Rozell*
 - a. Accreditation report is done
 - i. Report to be sent out August 1st
 - b. Large classroom
 - i. Department heads were asked to e-mail preferences to Dr. Rozell

- 3. Dr. Meinert's updates *Dave Meinert*
 - a. EMBA – signing another national associations
 - b. Hosting a group of students from DUFE
 - i. Try to recruit some of these top students to our programs
 - c. More students from China, but for other colleges on campus
 - d. IBP – first faculty advisor, Stan Leasure, is currently in Germany
 - i. If you have faculty that are interested, have them contact Michelle Hulett
 - e. As of July 1, MDI/SBTDC are no longer a part of COBA
 - f. EMBA arrivals expected July 24th, will need names of people to help with airport pick-ups
 - g. Cox Health Systems –possibly interested in EMBA or EMHA programs
 - h. Building coordinator issues
 - i. Water damage repairs in SOA will begin soon
 - ii. Carpeting in rooms on floors 2, 3, and 4
 - 1. Waiting on bids to come in
 - 2. Possible repairs this summer
 - 3. Christmas break or next summer for additional repairs

- 4. Other
 - a. Transfer credit *Kent Ragan*
 - i. Replacement grades
 - 1. Students can retake an upper division course elsewhere and have credit transfer back in.

2. The previously earned lower grade is removed from a student's COBA upper level GPA.
 3. The transfer credit is not calculated in COBA GPA.
 4. Students use this process in order to raise their COBA GPA to the minimum of 2.5.
 - ii. Should COBA develop a policy?
 1. No consensus was met
 2. Dean Bryant will examine the broader issue of transfer credits of upper division COBA courses with Sandy Culver
 - a. Perhaps develop a policy for a limit on such courses being transferred in
 - b. Public Affairs Conference Advisory Committee: COBA reps *Kent Ragan*
 - i. COBA needs one more rep
 1. Please send possible representative names to Dr. Ragan
5. Departmental updates
 - a. Departments shared quick updates in their areas.

Meeting adjourned at 3:40 P.M.

Summer 2012 Calendar Notes

July

August

17	Faculty/Staff Kick-off Meeting
19	New Student Convocation
20	First day of fall semester
24	COBA Scholarship Banquet

Lunch Hour Coverage

1. Student worker/GA from department
2. Staggered lunch hours
3. April – floater
4. Student worker/GA from another department
5. Close office – refer to Dean's office & roll calls