COBA Steering Committee Meeting
January 24, 2003

Minutes

Present:  Jim Beatty
          Fred Raafat
          Howard Toole
          Bob Wilbur
          Larry Rhyne
          Gail Naughton
Absent:  Predeep Tyagi

1. Jim Beatty, Chair, called the meeting to order at 1:00pm on January 24, 2003, in the Dean’s Conference Room.

2. Minutes of 12/06/02 were moved, seconded, and approved without correction.

3. The agenda for 01/24/03 was reviewed and approved as drafted.

4. The Committee decided to hold an election to fill the remaining term of the vacant membership on the Committee. Predeep Tyagi will be in charge of the election process. Committee members are encouraged to think about and recruit potential candidates for this vacancy. All faculty will be encouraged to submit names of potential candidates as well.

5. At the 12/06/02 meeting of the Steering Committee, it was moved, seconded, and approved (unanimous) to table the motion regarding MGT 746, Seminar in Corporate Governance, until further information became available, especially in regard to prerequisites for the course, offering seminars with no prerequisites, and the role of an audit committee within the course. After discussion, a motion was moved, seconded, and passed (unanimous) to remove the motion from the table and bring it forward for further discussion. Larry Rhyne and Bob Wilbur had spoken with Dave Hampton, Chair of the Department of Management, about the seminar, the audit committee, and course enrollments. It was determined that the role of the audit committee is covered in several places within the course, that there is precedence for seminars without prerequisites, and that enrollment should not be a problem once the course becomes a standard course, as opposed to an experimental course. It was moved, seconded, and passed (unanimous) to approve the course and send it forward.

6. The Committee continued its discussion of the scarcity of office space, the allocation of such space, and the priorities for assigning individuals to offices. The Administration agreed to continue to review this situation.

7. Dean Naughton reported that in order to relieve the work flow discussed at previous meetings, the Accounting and Information and Decision Systems Office and the Finance, Management, and Marketing Office would be re-
keyed identically in order for all faculty to have access to all copy and fax equipment within the College.

8. The Committee discussed the budget process for the College of Business Administration, especially in light of the upcoming budget cuts. The Dean will continue to discuss the budget process with the Executive Committee and the Steering Committee as more budget information comes forward. In the meantime, Department Chairs are being asked to discuss with their individual faculty strategies and scenarios for addressing such potential cuts in an effort to have full participation.

9. The Committee discussed the Annual Reports for Inclusion in the Board of Trustees Agenda Item on Academic Planning and Program Review. It was concluded that the College of Business Administration had already addressed this issue and was in compliance with the total units required for a baccalaureate degree.

10. Priorities and scheduling issues related to summer school teaching were discussed. It was noted that teaching schedules should accommodate the faculty, the students, and various formats for teaching different courses. Courses have different formats, different approaches work best for different formats, and different faculty are more effective with different teaching models. The administration was encouraged to search for flexible ways to balance faculty, student, and teaching formats when developing summer schedules. Discussion also addressed the potential growth of the summer program, especially its role as an equivalent semester in the year-around program. The Committee agreed to continue to discuss summer school teaching at the February 7, 2003, meeting.

11. The Committee continued its ongoing discussion of assessment, focusing on methods for surveying faculty, staff, and other stakeholders to monitor progress in all strategic areas. Dean Naughton noted that HR directors in approximately 150 companies in five different industry groups have agreed to survey their employees to identify alumni of the College of Business Administration and subsequently to survey them about how the College is performing, how it is being perceived, what it is doing well, what it needs to do better, etc. Michelle Dean is participating in the design of that survey. The Committee discussed means for conducting surveys within the College. Jim Beatty suggested using an existing instrument that accesses the seven Criteria of the Baldrige process (leadership, strategic planning, customer focus, information and analysis, human resources focus, processes, and results). Bob Wilbur was asked to obtain instruments available from AACSB and other sources for this same purpose. Bob is to report on his findings at the meeting of February 7, 2003.

12. The next meeting of the Steering Committee will be on February 7, 2003, at 1:00-2:30pm, in the Dean’s Conference Room.

13. Jim Beatty, Chair, adjourned the meeting at 2:38pm.