COBA Steering Committee Meeting  
February 7, 2003

Minutes

Present: Jim Beatty  
Fred Raafat  
Bob Wilbur  
Larry Rhyne  
Predeep Tyagi

Excused: Gail Naughton  
Howard Toole

1. Jim Beatty, Chair, called the meeting to order at 1:08pm on February 7, 2003, in the Dean’s Conference Room.

2. Minutes of 01/24/2003 were moved, seconded, and approved as corrected.

3. The agenda for 02/07/03 was reviewed and approved as drafted.

4. The minutes of 11/22/2002 were corrected to reflect that BA 655 was not under consideration and therefore was not approved at that meeting. BA 655 is a course that has been in existence for some time, and the correction simply reflects a typo in the minutes.

5. Predeep Tyagi will be in charge of the election process to fill the one vacant position on the Steering Committee. The term of the position includes the remainder of Spring Semester 2003, 2003-2004, and 2004-2005. Predeep will forward a message to all faculty to generate nominations. Nominations must be submitted to Predeep, Jim, or the Dean’s Office by February 14, 2003. The election will be held from February 17 through February 24. All faculty are encouraged to submit names of potential candidates.

6. Priorities and scheduling issues related to summer school teaching were again discussed. A schedule has been established and sent forward. Some flexibility remains, although most of the schedule is now firm.

7. 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. Based on requests from the previous meeting, several instruments were reviewed to address faculty perceptions. Jim Beatty presented the Malcolm Baldrige National Quality Award (MBNQA) Survey, which is an instrument designed to access the seven Criteria of the Baldrige process (leadership, strategic planning, customer focus, information and analysis, human resources focus, processes, and results). Bob Wilbur presented several instruments available through AACSB/EBI. This series of instruments included a Management Education Faculty Survey, an Undergraduate Alumni Survey, a Part-Time MBA Survey, an MBA Alumni
Survey, a Full-Time MBA Survey, and an Undergraduate Business Exit Survey. The College has used some of these student and alumni surveys in the past, but it has not used the faculty survey. Considerable discussion ensued regarding the surveys, the process to be used, the strengths and benefits, the expectations aroused, and other matters. The Committee is committed to developing baselines and benchmarks for comparison bases and agreed to use several assessment approaches during the Spring of 2003. This approach is consistent with the established cycle for re-examining the College’s perceptions of strengths and opportunities for improvement in various areas relevant to continuous improvement. These surveys also provide additional benchmarks for future assessment.

8. It was moved, seconded, and approved (unanimous) to purchase and administer the AACSB/EBI Management Education Faculty Survey as soon as possible. The Committee then agreed to consider using the MBNQA Survey in conjunction with the EMI Faculty Survey. Together, these two instruments will provide considerable data over a wide range of areas and processes relevant to the College. They will also provide focus points for a subsequent open-ended survey to be administered to the faculty in Spring 2003. The results of these surveys and other assessment efforts will hopefully be shared with the faculty in Fall 2003, perhaps at a faculty retreat forum. There, findings from other areas will also be shared, such as those obtained through student exit interviews, student progress reports, etc.

9. The Chair had received a request from Kathy Krentler that the Committee discuss the concept of developing a common website for storage and retrieval of minutes for all four major committees (Undergraduate, Graduate, Professional Development, and Steering Committees). The Committee is in support of such a website and will seek support from administration to develop and maintain this website.

10. Bob Wilbur announced that the shift in classrooms in BAM relative to classroom construction work is now scheduled for March 12, 2003.

11. The current state of the budget was discussed. Since only limited information is available at this point, it was concluded that more information is needed. Such information would include how the budget is currently being allocated and spent, as well as how much of a cut is anticipated (both now and in the near future). Without such information, it is difficult for faculty to have meaningful and insightful input and interaction in such discussions.

12. The Committee discussed the upcoming AACSB visitation and the potential meeting of the Committee with the Visitation Team. The Committee anticipates that it will meet with the Visitation Team on Tuesday, February 25, 2003, at approximately 10:00am.

13. The next meeting of the Steering Committee will be on February 21, 2003, at 1:00-2:30pm, in the Dean’s Conference Room.

14. Jim Beatty, Chair, adjourned the meeting at 2:55pm.