COBA Steering Committee Meeting
October 3, 2003

Minutes

Present:  Jim Beatty
Bob Capettini (for Chee Chow)
Jim Lackritz
Gail Naughton
Fred Raafat
Larry Rhyne
Howard Toole
Bob Wilbur

Excused: Chee Chow

1. Jim Beatty, Chair, called the meeting of the Steering Committee to order at 1:04pm on October 3, 2003, in the Dean’s Conference Room.

2. The meeting agenda was reviewed, modified, and approved. Items under old business included: a) the discussion of the election process; b) the discussion of term limits on Committees; c) the discussion of changes in the Policy File to include requirements for the MOU regarding temporary faculty, d) “payback” for large class enrollments that do not meet the targets, e) computer committee issues; and term limits for department chairs. These items may be brought back to the table at the discretion of the Committee.

3. The minutes of 09/19/2003 were moved, seconded, and approved (unanimous) with corrections.

4. The Committee discussed the feedback received regarding the Kickoff Session for the Strategic Planning Initiative. Howard Toole reported that several faculty members had recommended a “faculty only” meeting to provide faculty an opportunity for discussing the state of the College and any reactions to the Kickoff Session. The Committee agreed that this would be appropriate. Thus, it will facilitate a “faculty only” session on Friday, October 17, at 1:00-2:30, in SS 1500. The meeting will be held in an open forum format, facilitated by the faculty-elected members of the Steering Committee. The purpose of the meeting will be to provide an opportunity for faculty to discuss issues, ask questions, share insights and concerns, and address general matters relevant to the future of the College. This meeting will not be attended by the administration or staff. The Steering Committee will take notes and share these notes, without reference to individual faculty members, with the administration. Dean Gail Naughton will then respond to these issues in a message distributed to the faculty.
5. On Wednesday, October 29, at 12:30-1:50, in SS 1500, Dean Naughton will meet with the faculty for a State of the College address. In this meeting, she will review her written responses to the discussions of the “faculty only” meeting, review the state of the College, and have Department Chairs discuss the state of the Departments. She will also have the Director of the Undergraduate Program, Kathy Krentler, and the Director of the Graduate Program, Ken Marino, discuss the state and the future of those programs. If time does not allow for all presentations and for an adequate question-and-answer session, a follow-up session will be added to this schedule of events.

6. Program leaders will be asked to facilitate follow-up discussions regarding various programs. These sessions will be ongoing throughout October, November, and December: The individuals coordinating the various programs discussed at the Kickoff Session of the Strategic Planning Initiative will be asked to hold their own open forums regarding their programs. The Steering Committee recognized not enough time was allotted at the Kickoff Session for each presenter, including time for a question-and-answer session. Therefore, Sandy Ehrlich (EMC), Carl Winston (HTM), Mike Hergert (IB), Craig Dunn (CGI), Mickey Belch (IMC), Tom Warschauer (Personal Financial Planning Programs), Candace Williams (EMBA, who did not have an opportunity to speak at the Kickoff Session), and Hal Brown (Community Economic Development Program) will be asked to hold separate sessions regarding their programs in order to provide interested faculty with opportunities for questions-and-answers regarding their specific programs.

7. The BA 400 Business Honors Seminar was discussed as distributed. After considerable discussion, this curriculum proposal was moved, seconded, and approved (unanimous).

8. The Accounting 201 Financial Accounting Fundamentals course number change to Accounting 230, with an accompanying course description change was discussed. Several typos were noted in the course title and new description that need to be corrected. After discussion, this curriculum proposal was moved, seconded, and approved (7-1).

9. The next meeting of the Steering Committee will be on Friday, from 1:00-2:30, October 31, 2003, in the Dean's Conference Room. The meeting originally scheduled for Friday, October 17, 2003, will be used to hold the “faculty only” meeting.

10. Jim Beatty, Chair, adjourned the meeting at 2:25pm.