COBA Steering Committee Meeting
May 7, 2004

Minutes

Present: Jim Beatty
        Chee Chow
        Jim Lackritz
        Gail Naughton
        Larry Rhyne
        Howard Toole
        Fred Raafat

Excused: Bob Wilbur

1. Jim Beatty, Chair, called the meeting of the Steering Committee to order at 1:03pm on May 7, 2004, in the Dean’s Conference Room.

2. The minutes of the 04/23/2004 meeting were discussed, moved, seconded, and approved (unanimous) with several minor changes.

3. The meeting agenda for May 7, 2004, was reviewed and approved.

4. Gail reviewed with the Steering Committee the current status of verbal commitments in regard to funding toward faculty development, retention, etc. The target for this fund-raising effort is $600,000. Assuming the funding is secured, Gail does not expect such funding to negatively impact other sources of funding, such as faculty grants, summer stipends, retention recruiting, etc.

5. Bob Wilbur distributed a job description for the Associate Dean’s position for the Committee to review. This job description is a modification of the one Mike Hergert developed when Bob was originally offered the job. The position has changed over that time period, and the new description more accurately reflects the tasks and responsibilities of the job as it currently exists. This job description will be given to the Search Committee for the Associate Dean’s position for their consideration and use.

6. Jim reported on the outcome of the vote for the Policy File changes. Almost all who voted chose to vote for Part A (Single Vote that Applies to All Recommended Changes) as opposed to Part B (Vote Separately on Each Recommended Change). None of the faculty using Part A voted to either delay the vote until a faculty meeting could be held in early Fall or to reject all recommended changes. All who chose to vote under Part A voted to “accept all recommended changes.” Of the 11 faculty who voted using either Part A or Part B, 83% voted to approve the recommended changes. Therefore, the changes are to be implemented as passed, in accordance with the Policy File guidelines. The Committee expressed disappointment in the number of faculty who voted.
7. Fred suggested that more newer faculty should become involved in the service component of the faculty members’ responsibility.

8. Fred also noted the Committee needs to continue monitoring classroom maintenance. The Steering Committee should periodically remind faculty to contact the Dean’s Office (Kelly) whenever classroom problems are noticed.

9. Fred led a discussion in the development of a facility for retired faculty. Discussion ensued regarding the dedication of the room and the honoring of faculty, perhaps as soon as the Fall 2004 semester. Fred and Chee volunteered to serve as an ad hoc committee to address the layout of this room.

10. The Committee discussed potential dates for the faculty retreat, including possible dates in August or September 2004. Recommendations will be made during the summer.

11. The Steering Committee thanked Larry Rhyne and Jim Lackritz for their continued work and support during their elected terms on the Committee. Their terms expire at the end of the semester.

12. Fred Raafat announced that Swaminathan G. Badrinath (Badri) from the Finance Department and Massoud Saghafi from the Marketing Department have been elected to the Steering Committee, beginning their terms in the Fall of 2004.

13. The next and final meeting of the Steering Committee will be in late August or early September, 2004, pending Committee members’ schedules, in the Dean’s Conference Room.

14. The meeting was adjourned at 2:45pm.