COBA Steering Committee Meeting
August 27, 2004

Minutes

Present: Swaminathan Badrinath
Jim Beatty
Chee Chow
Gail Naughton
Fred Raafat
Massoud Saghafi
Bob Wilbur

Excused: Howard Toole

1. Bob Wilbur, Associate Dean, called the meeting of the Steering Committee to order at 12:30pm on August 27, 2004, in the Dean’s Conference Room. The meeting time was moved up from the traditional 1:00-2:30 time in order for Bob and Gail to attend other key meetings later in the day.

2. The minutes of the 05/07/2004 meeting were not available and will instead be reviewed for approval at the September 10, 2004, meeting.

3. Bob discussed the meeting agenda for August 27, 2004; and the Committee welcomed Badri and Massoud as new members.

4. The first order of business was to elect a Chair for the Committee. It was moved, seconded, and approved (unanimous) to elect Jim Beatty as Chair.

5. The Committee then requested that Gail and Bob review the state of the budget for the upcoming year. Of particular interest was the impact the budget situation is currently having on class sizes, the status of Instructionally Related Activity (IRA) money, and the administration’s role in the enrollment process, both at the University level and at the College level. Bob described the process that occurred in August just prior to the onset of classes and the budget limitations. He pointed out that neither the College’s administration nor the faculty had much opportunity to participate in the process, although in his view they would most likely have gone along with the changes due to the conditions of the situation. He stated that he fully understood that faculty do not want to be taken for granted in such matters. He also pointed out that the College administration had little time to reach or plan in this situation. Ethan Singer has stressed the importance of meeting our targets, and the President has stressed the importance of all students getting into their needed classes. A lengthy discussion regarding the appropriateness of the process ensued. Bob and Gail then agreed to review the process for the purpose of strengthening consultation with the Chairs and faculty in the future.

6. The Committee then discussed ways in which the faculty can gain access to the Committee. Faculty can run for office and, if elected, serve on the
Committee. Any faculty member can contact any Committee member to bring forth issues of concern. The Committee member can then have the issue placed on the agenda for an upcoming meeting. All minutes include information about the next meeting date, time, and location. The schedule of meeting times, dates, and locations is also available on the College website. As a reminder, traditionally, the Steering Committee meets every other Friday in the Dean's Conference Room from 1:00-2:30, often running well past 2:30. The first meeting of the Fall was held today, August 27, 2004, and the remainder of the meetings will occur every other Friday from this date forth, pending holidays and other necessary adjustments.

7. Bob then presented a rough draft agenda for the College of Business Administration’s retreat. Considerable debate ensued regarding the topics to be covered, the format, the structure of the sessions, and the level of attendance anticipated. Gail reported that approximately 50 individuals had already responded positively to attending. The Committee emphasized the importance of the retreat as being a process for listening, learning, sharing, and becoming involved. Everyone was in agreement with this viewpoint. Bob will continue to work on an outline of the retreat in consultation with Gail, Jim, and all other Committee members.

8. The Committee continued to meet and discuss the retreat for several hours after Bob and Gail went to their next meetings. The Committee emphasized the importance of shared learning, non-structured discussions as opposed to presentations, having an outside moderator facilitate the sessions to keep them going without imposing ideas or personal views, and having several keynote speakers who might contribute to the opening session and the spirit of the retreat. This would include a well-known dean from another institution, a member of the Business Advisory Board, and a prominent business/community leader. Further, Kathy Krentler and Ken Marino would share information regarding the status of their programs and visions, Gail would discuss external and self-support programs, and all three would post and share data, trends, and other quantitative as well as qualitative information in advance of the retreat. The retreat should emphasize open discussions of such matters as the undergraduate program, the graduate program, the external and self-supported programs, and the faculty, with a minimum of time devoted to more formal presentations. Massoud agreed to distribute a rough draft of a revised agenda for the Committee to consider.

9. The next meeting of the Steering Committee will be September 10, 2004, from 1:00-2:30pm, in the Dean’s Conference Room.

10. The meeting was adjourned at 4:00pm.