COBA Steering Committee Meeting  
September 9, 2004  

Minutes

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

Excused: Howard Toole

1. Jim Beatty, Chair, called the meeting of the Steering Committee to order at 1:05pm on September 10, 2004, in the Dean’s Conference Room.

2. The minutes of the 05/07/2004 meeting were discussed, moved, seconded, and approved (unanimous) with several changes.

3. The minutes of the 08/27/2004 meeting were discussed, moved, seconded, and approved (unanimous) with minor changes.

4. The meeting agenda for September 10, 2004, was reviewed and approved.

5. Fred discussed the use of the CGS and adjoining room as a space for retired faculty. He received and shared architectural drawings from Kotaro Nakamura, a faculty member in the School of Art Design and Art History on campus. Kotaro is an architect who has his own firm downtown. He hopes to make this a project for his design students. The Committee then discussed naming issues, the potential loss of the lounge, the use of cabinets for retired faculty, and other forms of recognition for retired faculty. Fred was asked to further pursue the possibilities and to contact retired faculty for their input, as well as contacting current faculty. With a number of faculty nearing retirement, such input would be invaluable.

6. The Committee reviewed the “fire drill” issue which Professor Jim Lackritz asked to be included on the agenda. The issue is in regard to the "random" fire drills that create awkward situations each semester, especially during exams. Bob has talked to the fire marshal, who has expressed the importance of unannounced fire drills. Bob had pointed out the difficulties that are created by such matters and that exams may become compromised during such surprise drills. He will continue to pursue the matter.

7. Badri, a member of the Search Committee for the Associate Dean’s position, reviewed the status of applications. Currently, approximately 18 applications have been received.
8. Bob updated the Steering Committee on the status of the enrollments and distributed the most recent information. As of 9/10/2004, the College is at 2450, which is very close to the target of 2458 submitted in the required plan of February 2004. We will know more whether we will achieve our target once the census data have arrived.

9. The Steering Committee discussed the curriculum proposal from the Department of Information and Decision Systems. The course proposal was a result of an IDS 496 topics course on e-commerce and web development. The Department moved, seconded, and approved making it a permanent course (IDS 481) and approved placing it in the list of electives from which undergraduate IS majors must select two courses. The proposal had also been approved by Undergraduate Committee. The Steering Committee moved, seconded, and approved (unanimous) this curriculum proposal.

10. The Committee discussed the ballot for the College of Business Administration’s representative on the University Promotions and Tenure Review Panel (UPTRP). Fred reviewed the comments he had received from faculty about the process, as did Massoud. It was pointed out that the Steering Committee, by Policy File, is charged with overseeing the College’s standing committee ballots, not the University’s committees. Bob Wilbur’s interpretation was that the ballot procedure was not in violation of the Policy File. He also stated that he is continuing to work on the improvement of such processes, including clarification of ownership of such decisions.

11. Fred again requested that minutes of the Executive Committee be distributed to the College. The dissemination of information is not uniform or consistent with the other College committees. Without some record of discussions, it is difficult to ascertain what information has been shared and/or what actions have been taken. Chee echoed these concerns. Several pointed out that the Steering Committee has been working on this issue for two years without success and expressed considerable frustration.

12. The Committee then discussed the most recent and evolving format for the retreat. Members also discussed the data that have been requested and what will be provided to the faculty in advance. The Committee looks forward to a successful, enlightening retreat.

13. The next meeting of the Steering Committee will be September 24, 2004, from 1:00-2:30pm, in the Dean’s Conference Room.

14. The meeting was adjourned at 3:40pm.