COBA Steering Committee Meeting
December 3, 2004

Minutes

Present: Jim Beatty
Chee Chow
Gail Naughton
Fred Raafat
Massoud Saghafi
Howard Toole
Bob Wilbur

Excused: Swaminathan Badrinath

Guests: Mickey Belch
Bill Baker
David Ely

1. Jim Beatty, Chair, called the meeting of the Steering Committee to order at 1:05pm on December 3, 2004, in the Dean’s Conference Room.

2. The minutes of the November 12, 2004, meeting were moved, seconded, and approved (unanimously).

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

4. The Committee met with the chairs and representatives of various Strategic Planning Task Forces. The Steering Committee and the Dean agreed to support a study that would involve the various constituencies that impact the College of Business Administration. Bill Baker, Chair of the Undergraduate Task Force, and Mickey Belch, Chair of the Faculty Issues and Organizational Structure Task Force, volunteered to lead this effort. The study will include a Situation Analysis and subsequent report to guide planning. David Ely, representing the Graduate Task Force, reported on initiatives being considered by the Graduate Task Force.

5. It was decided that Dean Naughton or her designee and the Chairs or Representatives of the four Task Forces should meet frequently to maintain coordination and share information.

6. Fred Raafat asked for clarification of allocation of faculty offices. Dean Naughton explained that all faculty office assignments are delegated to the Chairs of each Department, who are solely responsible for making office allocation decisions for their respective faculty.
7. The next meeting of Steering Committee was set for January 28, 2005.

8. The meeting was adjourned at 2:05pm.