COBA Steering Committee Meeting
April 22, 2005

Minutes

Present: Jim Beatty
Swaminathan Badrinath
Bill Baker
Chee Chow
Fred Raafat
Massoud Saghafi
Jim Lackritz

Excused: Gail Naughton

1. Jim Beatty, Chair, called the meeting of the Steering Committee to order at 1:06pm on April 22, 2005, in the Dean’s Conference Room.

2. The minutes of the April 8, 2005, meeting were moved, seconded, and approved with minor changes.

3. The meeting agenda for April 22, 2005, was reviewed and approved.

Old Business

4. In regard to the cost estimate for preparing the room for retired faculty, Jim Lackritz reported that he has not received any further information from Tony Fulton. Jim shared his assessment that this is due to Physical Plant being consumed with a number of major projects around the University. He expects to be able to report progress by this fall.

5. The Committee reviewed progress of the task force preparing the College’s draft strategic plan. Jim Lackritz reported that:

   (a) The task force is making good progress and expects to have a progress report for sharing with the CBA community in early May.

   (b) The early-May draft will be short of a final and complete report. Rather, it will lay out the findings of the SWOT analysis, identify some remaining issues, provide some general conclusions, and suggest some priorities. The task force will await data from the community as well as feedback from the faculty. A final report is expected to be completed by early Fall 2005.

6. Relative to the strategic planning process, the Committee then:
(a) Discussed and offered input into the scope of the survey to be used for collecting external data, as well as the use of focus groups for more in-depth explorations.

(b) Expressed support for looking beyond making incremental improvements on a broad front to select some areas or directions to emphasize.

(c) Discussed how best to disseminate the report to allow opportunities for feedback.

(d) Emphasized the importance of keeping the Committee “in-the-loop” and asked the task force to make available its latest analysis. Jim Lackritz and Bill Baker, who are members of the task force, will meet with the other task force members on Monday, April 25, to explore how best to make the materials available to the Steering Committee.

7. In regard to the ad hoc Committee for Addressing the Central Administration, Badri reported that:

   (a) The Committee had pretty much completed all the materials for the meeting, and was in the process of establishing a date/time for meeting with the President.

   (b) The Committee planned to share its presentation slides with the CBA faculty for their input within the coming week.

   (c) The group to meet with the President would be Jim Beatty, Bob Capettini, Badri, and the Dean.

   (d) The Steering Committee examined copies of the slides and discussed the key points to get across to the President. It also complimented the ad hoc Committee for its thorough and thoughtful analysis. The Steering Committee will ask the ad hoc Committee to consider making a practice presentation to it prior to meeting with the President.

8. The Committee reviewed progress and plans for the upcoming meeting with the Provost:

   (a) Jim Beatty shared with the Committee the questions that had been received from several CBA faculty colleagues. Except for editing relative to spelling, grammar, and format, these questions will be forwarded to the Provost without change.
(b) The Committee discussed the apparent misconception among some CBA colleagues that the meeting was wholly or mostly focused on the issue of MWF class scheduling. A decision was reached to send out a clarification that the meeting was expected to address the much broader issue of shared governance, and to establish a basis for future communications and working relation between the faculty and central administration.

(c) The Committee also discussed any misconceptions about the purpose for providing the Provost with questions prior to the meeting. The impetus for this approach was to provide anonymity to faculty who wished to ask questions and to provide the Provost a broad sense of the issues of concern.

(d) Since a number of faculty will be attending out-of-town conferences on the date of the meeting, permission will be sought from the Provost to tape the session for viewing by colleagues who cannot attend. Permission was also be sought for attendance by one or two representatives of the ABSC.

New Business

9. The Committee considered a request from John Penrose to allow non-business majors to be enrolled in IDS 375. There was urgency in this request because of the impending deadline for finalizing the fall class schedule. It was explained that these would be about 35 students with cross-disciplinary majors in the technology area. The Committee ascertained that accommodating this request would not require more faculty resources in view of the drop in IS students and majors, and actually could have the benefit of producing more FTEs for the department and College. The Committee resolved to recommend a one-time exemption and to return the proposal to the IDS department for formal approval. To expedite progress in view of the scheduling deadline, the undergraduate curriculum committee was to be informed of the Committee’s approval. The IDS department will be asked to develop a longer term response to this issue.

10. The Committee revisited the issue of departmental review of curriculum proposals. It was noted that current practice varies across departments and that some departments may be in violation of Senate policy. Massoud was asked to check the Senate policy file and to draft a proposed change for department(s) that may need to be brought into compliance.

11. Fred Raafat brought up the need to monitor how class size (CS) numbers are changed and whether they are in compliance with policy. He noted
that CS numbers are supposed to be the outcome of consultation between departments and individual faculty members. Once they are established, they are not supposed to be changed without such consultation. Yet there seems to be many instances of such changes. After discussion, the Committee decided to refer the issue to the graduate and undergraduate committees for their attention and feedback.

12. Jim Lackritz and Fred Raafat were directed to prepare a call for nominations for vacancies on the college wide committees and to conduct the elections. The faculty also will be asked to vote on changes to the College Policy File and bylaws recommended by the Steering Committee.

13. The issue of changing the College Policy File regarding membership of the Executive Committee was tabled.

14. The next meeting of Steering Committee is May 6, 2005, at 1:00pm.

15. The meeting was adjourned at 3:15pm.