

**College of Business Administration
Faculty Meeting
November 15, 2006**

The College of Business Administration faculty met in Adm 2-48 at 2:30 p.m. with 39 faculty present. Dr. Ronald L. Berry, Dean, presided.

Dean Berry made the following announcements:

1. The CBA has been given permission to start a \$1,000,000 capital campaign
2. 12% of the CBA students have not been advised for the 2007 Spring Semester. These students will be contacted.
3. Dr. Hu at Hong Kong Shue Yan has been e-mailed about beginning a student exchange program.

Committee Reports:

Undergraduate Curriculum Proposals:

The following motion was made:

Aviation Major

- Delete PSCI 103, 104 (2 hours) replace with applied elective hours
- Delete MATH 112 as a core math option (Revised requirement: MATH 110 or 111 and 114)
- Delete AVIA 301 - Aerodynamics
- Require AVIA 415 – Aircraft Engines and Systems
- Delete AVIA 330 – Aviation Professionalism
- Require AVIA 230 – Aviation Professionalism
- Identify BUSN 305 as the University Capstone requirement
- Delete ENGL 220 – Technical Writing
- Require ENGL 322 – Technical Writing
- Require AVIA 402 – Air Traffic Administration
- Require AVIA 470 – Airport Administration
- Delete 6 hours of electives

Aviation Minor

- Delete AVIA 301, 402
- Require AVIA 101, 230

The motion passed.

The following motion was made:

- Change prerequisite for QMDS 210 from MATH 116 to C or better in MATH 116.

The proposal was referred back to the Undergraduate Curriculum Committee.

Graduate Committee Proposals:

The following motion was made:

1. Remove from the Graduate Catalog ENTR 531, 532 and 533.
2. Remove from the Graduate Catalog the section describing a concentration in Entrepreneurship.
3. Change ENTR 432, 433 and 435 from undergraduate only courses to dual-listed courses so that graduate students may take them for graduate credit. Graduate students will be expected to do more sophisticated projects and to perform at a higher level on exams than undergraduates.

A friendly amendment was made to take off ENTR 435 as a dual-listed course.

The motion passed.

Retention Committee:

Dr. Bruce Walker and Liz Boulware are coordinating the Internship program. The main challenge will be to get students to participate. Potential employers are being contacted.

Recruitment Committee:

Browse on the Bayou went well on November 11. FBLA will be on campus in February and the committee will need faculty to assist.

Faculty Qualifications and Development Committee:

The committee is working on developing a Promotion and Tenure Committee. The committee would possibly consist of nine faculty on a three-year term.

Assessment:

Miguel Perez presented the learning outcomes for Functional Competency and Competent Decision Makers. This information will be attached.

A motion was made to approve the learning outcomes.

The motion passed.

The CBA Curriculum Committee will review the written communication assessment data.

Online IRB Training with CITI Program

As of November 1, 2006, IRB training will be mandatory for all persons who will participate in Human Subjects Research. To register for the online training course please follow the instructions below:

- Go to the CITI Program website at <http://www.citiprogram.org> and click "**Register for the CITI Course.**"
- The Select Your Institution or Organization page will appear. Select "**University of Louisiana at Monroe**" from the "**All Others**" category. Then click the "**Submit**" button.
- The Select Your Username and Password page will appear. Select a user name and password as per the instructions given. Verify the password, enter a reminder phrase, and then click the "**Submit**" button.
- The Registration page will appear. Enter the information requested. If you are a ULM employee or student, please enter your ULM email address. ULM employees should enter their campus mailing address. ULM students should enter their local mailing address. When you have completed the registration page, click the "**Submit**" button.
- The Select Group page will appear. Select the "Social & Behavioral Research Investigators" group. Then click the "**Submit**" button. (The IRB Members Reference Resource group is available for you to view as reference material.)

Once your registration is complete and you are ready to begin your online training, go to the Learners Menu and select "Basic Course (Required; Status - Incomplete)." Modules may be completed at different times; however, you must complete the modules in the order in which they are listed. Once you have completed all of the modules, the ULM IRB coordinator will be sent a notification that you have successfully completed the online IRB training course. If you have questions, please send an email to ncampbell@ulm.edu.

Miguel Perez conducted the quarterly Safety Meeting on "The Drug Free Workplace Policy" and "Reasonable Suspicion: Employee Substance Abuse".

Faculty Activities Database (Faculty Evaluation)

Faculty performance is evaluated at the end of each academic year by faculty chairs. The following steps should be followed to complete the process.

- 1) Faculty ensure that their information in the ULM Faculty Activities Database is complete by April 15 of each year.
- 2) Faculty chairs and faculty will receive reports from the Faculty Activities Database by April 20 for evaluation and review purposes.
- 3) Using the report from the Database, faculty will complete a self assessment and return to their faculty chair by May 1. This self assessment includes goals and objectives for the upcoming academic year.
- 4) Using the report from the database and the faculty member's self evaluation, the faculty chair will complete the Faculty Evaluation by May 10.
- 5) Upon completion of all evaluations of faculty in an area, the faculty chair meets with the Dean to discuss each faculty member's performance.

- 6) The faculty chair provides the faculty member with an unsigned copy of the evaluation for review.
- 7) After allowing time for review, the faculty chair meets with each faculty member to discuss their performance.
- 8) If the faculty chair and faculty member are in agreement, both sign the document. The faculty member receives a copy and the original is forwarded to the Dean's office for filing.
- 9) If the faculty member disagrees with the evaluation, a letter or rebuttal can be attached to the original letter and forwarded to the Dean for review and comment.

Budget Update

The colleges are allowed to spend half of their attrition money (money not spent but allocated.) The CBA had \$85,000 in attrition money and spent \$40,000 on adjuncts. Dean Berry would like to allow \$400 per faculty for professional development with the remaining money.

Dean Berry requested that faculty use copiers at either the satellite centers or the copy center on the first floor of the Administration Building instead of the Dean's copier. Also if you make personal long distance calls from your office phone, please pay for those calls.

Miscellaneous

The Faculty Senate members were asked to review 3 – 5 objectives for Recruiting and Retention.

Dr. McEacharn was commended on conducting workshops on the Faculty Activities Database.

NCAA is beginning a mentoring program for athletes.

FIGS groups are doing well.

Dean Berry invited faculty and staff to their home for the CBA Holiday Party on December 6, 2006, from 4:30 – 7:30.

Meeting was adjourned at 3:40 p.m.

CBA Mission

Functional Competency	Effective Communicators	Competent Decision Makers	Good Citizens
<i>Demonstrate relevant knowledge of business disciplines</i>	<i>Deliver a business presentation in an organized, effective manner</i>	<i>Identify the need for a decision</i>	
Understand basic business concepts	APPROVED	Examine the different elements of a business scenario	
Read basic financial statements		Identify relevant opportunities and problems	
<i>Understand interdisciplinary relationships</i>	<i>Write an organized, effective business document</i>	<i>Generate and evaluate alternative courses of action</i>	
Identify relevant business disciplines		Provide two or more alternatives	
Explain interdependencies among business disciplines		Provide pros and cons for each alternative	
<i>Use technology for gathering and disseminating information</i>	<i>Interact effectively with others</i>	<i>Select and justify decisions</i>	
Demonstrate basic computer literacy		Recommend a viable solution	
Use an appropriate technology tool to transform data into information		Provide support for the recommendation	