

Present: Roger Abshire, Leroy Ashorn, Ed Blackburne, Gloria Buchanan, Kurt Jesswein, Philip Morris, Mitchell Muehsam and Valerie Muehsam.

Guest: Kelli Leaf

1. Approval of Minutes from February 5, 2013 The minutes were modified and approved.
2. IDEA Dr. Muehsam would like to find a way to use IDEA for faculty development. Dr. Blackburne is putting some information together in regards to IDEA.
3. Program Reviews A separate meeting will be scheduled next week to discuss program reviews.
4. FY14 Budget Cycle Update Edgar Smith met with Gloria Buchanan and Dean Muehsam to go over the budget process. There is one change in the process. Instead of the budget office entering the budget information submitted by the college, Gloria will enter the budget information directly into Banner for COBA. The deadline for budget submission will be the end of April or beginning of May. Dean Muehsam and Gloria will also meet with the Budget Office.

- b. COBA Scholarship Program. The departments need to let Julie Campbell know the scholarship recipients will be by March 28, 2013.
- c. IDEA Distribution. IDEA evaluations forms may be administered to the students no earlier than Monday, April 22, 2013 and must be returned to the Institutional Research office by May 3, 2012. The individual departments will set a deadline for returning the forms to the departmental offices.
- d. Online Timesheets for non-exempt staff will start April 1, 2013.