

Gordon Ford College of Business
Administrative Council Meeting
Minutes
June 27, 2013
8:30 a.m.
Grise Hall 443

Members present included Drs. Chris Brown, Jeff Butterfield, Cathy Carey, Bob Hatfield, Zubair Mohamed, Rick Shannon, Michelle Trawick, Dr. Steve Wells, and Jeff Katz, presiding.

Dr. Katz asked for approval of the minutes from May 16, 2013. Dr. Wells made a motion to approve. Dr. Hatfield made a second motion and the GFAC approved the minutes.

Dr. Katz gave an update from the recent CAD Retreat. He said the part-time faculty evaluation form is being finalized and the nineteenth edition of the faculty handbook will be out soon with revisions to the several areas. He distributed information about the separate ranks for full-time instructors. Dr. Katz asked department chairs to share their feedback with him. He announced that at the Board of Regents Academic Affairs Committee meeting the GFCB had one faculty member named University Distinguished Professor, Dr. Johnny Chan. The Center for Financial Success was also approved at the WKU Board of Regents meeting. The Graduate Studies and Research Program will be renamed The Graduate School. Dr. Katz said April 7 – 9, 2015 is the scheduled date for the SACS Accreditation onsite visit at WKU. He said the college is moving forward with renovations to the 1st and 2nd floors of Grise Hall. Dr. Katz announced that Mrs. Heather Rogers, President of Junior Achievement, will join the Business Executive Advisory Council in the Fall.

Dr. Katz distributed a document of comments from Dr. Miller regarding recommendations for Tenure and Promotion guidelines. Dr. Katz said GFCB needs to make sure the differences between tenure and promotion are clearly defined. He asked that the Economics guidelines for tenure and promotion be published to the GFCB website. He suggests making changes to the promotion and tenure guidelines available at the Fall college wide meeting in August. He asked Drs. Mohamed, Trawick and Brown to work on the changes to the guidelines to be presented at GFAC's next meeting. Department chairs need to let their faculty know that current tenure and promotion guidelines are posted to the GFCB website. the guidelines may be impacted by the WKU 19th edition of the Faculty Handbook.

Dr. Trawick distributed a draft document, Faculty Qualifications Guidelines. There are four categories of faculty qualifications: Scholarly Academic (SA), Practice Academic (PA), Scholarly Practitioner (SP), and Instructional Practitioner (IP). These guidelines will be presented to the GFCB at the Fall college meeting. Dr. Trawick asked department chairs to share feedback with her as soon as possible.

Dr. Trawick asked for discussion and feedback regarding the Transitional Retirement Policy. Dr. Mohamed suggested a date be required for notifying the college if a faculty member has plans for transitional retirement. It was agreed that under normal circumstances, faculty members are encouraged to notify the college a year ahead of transitional retirement. Dr. Katz suggested the

faculty should be encouraged to consider 2 years as their initial request for retirement. Dr. Wells suggested it clearly define that continuation will be evaluated on a year to year basis with the approval of the department chair and agreement of the Dean.

Dr. Trawick distributed an update of enrollments by department for the GFCB. Enrollment for GFCB is currently up by 5%, approximately 94 students.

Dr. Shannon distributed information about changing the name of the Marketing and Sales Department to the Department of Marketing. Dr. Wells made a motion and Dr. Mohamed made a second to support the change of the name. GFAC approved the motion of support.

Dr. Trawick asked for feedback about BA courses in the Ed Doctoral Program. Dr. Butterfield recommended that they change the prefix to EdLd or GFCB will drop the courses. Dr. Trawick made a second. GFAC approved the recommendation. Drs. Katz and Trawick will talk with Dr. Tony Norman on the changes.

Dr. Katz for asked for feedback on the GFCB's needs for International support. Dr. Trawick distributed the guidelines for compensation of regularly appointed directors.

Dr. Katz suggested GFAC schedule a meeting for July before the August 1 GFAC Retreat. GFAC agreed they will meet Thursday, July 25 at 9 a.m.

Dr. Katz asked for updates in the departments. Dr. Shannon announced Dr. Forbes has secured sponsorship for students to attend a National Sales Conference for the next five years. Dr. Shannon is working on the possibility of an AP class in Marketing. Dr. Carey announced that the JUMP program is almost approved and Mr. Dean Jordan will direct the Center for Applied Economics this coming year. Dr. Hatfield has been spending time at regional campuses recruiting and is working to build relationships with regional Chambers, particularly Leadership programs within cities. He announced online enrollment has increased.

Dr. Katz distributed a purchasing policy for the GFCB. He would like feedback to be discussed at the next GFAC meeting.

The meeting concluded at 11:45 a.m.