

Gordon Ford College of Business
Administrative Council Meeting
Minutes
January 24, 2013
9:00 a.m.
Grise Hall 443

Members present included Drs. Chris Brown, Jeff Butterfield, Cathy Carey, Bob Hatfield, Zubair Mohamed, Rick Shannon, Michelle Trawick, Steve Wells, and Jeff Katz, presiding. Drs. Ray Blankenship and Shane Spiller were guests.

Dr. Katz opened the meeting and asked for approval of the minutes from January 10, 2013. Dr. Dr. Hatfield made a motion to approve and Dr. Mohamed seconded. The GFAC approved the minutes.

Dr. Katz gave a couple updates from the CAD meeting and distributed documents for a policy on the Evaluation of Faculty Credentials and an example of a Termination-Separation Checklist. He also distributed a timetable for nominations of University Distinguished Professors.

Dr. Katz announced the guidelines for course enrollments based on discussions at the Deans Council. He said 100 – 200 level courses should generally have a minimum of 15 students, a minimum of 12 students for 300 – 400 level courses and a minimum of 8 for graduate students. He asked department chairs to review courses that don't meet these criteria. Discussion was held about enrollment in the Honors courses and ways communicate with other departments when scheduling these classes for better enrollment results.

Dr. Katz announced that Mrs. Stacey Gish is working on an 11 x 17 poster to be shared with KCTCS and high schools that highlights opportunities within the Gordon Ford College of Business. She will also be developing a "Report to Investors" that can be used for accreditation and highlighting accomplishments.

Dr. Katz reviewed the schedule for the accreditation team visit for January 27 – 29 and distributed a list of attendees for the various meetings. He asked Dr. Hatfield to share the supplemental material being provided by the MBA program. The information will also be shared with the AOL committee and the curriculum committee.

Dr. Katz opened discussion regarding the process for changing curricular programs. Faculty need to be more informed of possible changes. Dr. Trawick suggested a discussion should be held with the curriculum committee about the responsibilities of the representatives to share information with their departments. Dr. Brown suggested Dr. Trawick share curriculum updates at the department chair meetings. He also suggested giving faculty a time period to offer comments but the curriculum committee will still have the final vote. Dr. Katz said it is important for the GFAC to have broad-based faculty input on substantial decisions. Dr. Trawick has asked for a defined process.

Dr. Katz reviewed the upcoming events of note and asked for department updates. Dr. Wells announced the Accounting Department is still interviewing applicants for the AQ position. Dr. Shannon said the Marketing Department is moving forward with the cluster hire search. Dr. Butterfield said the Information Systems Department is willing to collect data from the 141 class to support the Learning Objective number one (communication effectiveness). Dr. Mohamed said the Management Department is meeting soon to review applicants for the Endowed Professor search. Dr. Hatfield announced the MBA program is co-sponsoring a Chamber After Hours event at “The Center” (CRD) on Thursday, February 21 at 4:30. We will also be the primary sponsor for the Hardin County Chamber luncheon where 400-500 attendees are expected to promote the PMBA program on Wednesday, February 13 in Elizabethtown. He recently met with NAVITAS about ways to sell the MBA program to their students. Dr. Carey announced the Economics Department currently has candidates visiting campus. Dr. Trawick announced the Form 1 for a Communications Instructor in Management has been sent forward. Dr. Brown announced the Finance Department has a University Distinguished Professor candidate, Dr. Johnny Chan.

The meeting ended at 11:30 a.m. The next meeting is scheduled for Thursday, January 31 at 9 a.m.