

Gordon Ford College of Business
Administrative Council Meeting
Minutes
December 5, 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. Ms. Adrienne Browning was a guest.

Dr. Katz welcomed Ms. Adrienne Browning, GFCB Professional Development Specialist. She gave an update on her current efforts and said she has had several appointments with students. Adrienne is working with employers to secure internships for GFCB students.

Dr. Katz asked for approval to the minutes from November 21, 2013. Dr. Trawick made a motion and Dr. Mohamed made a second to approve the minutes. The minutes were approved with one edit.

Dr. Katz gave his update and encouraged GFAC to attend the meeting with Doug McElroy, regarding academic program review, scheduled for Thursday, December 12th. Dr. Katz also asked GFAC to start evaluating websites and printed materials for changes that will need to be made because of the Colonnade program in the Fall of 2014.

Dr. Katz shared the GFCB Goals for 2014. The four broad categories are 1) college operations, 2) enrollment & curriculum, 3) external programs, and 4) development & advancement. Dr. Katz will email the four categories to GFAC so they may use them to help develop their 2014 department goals. There was discussion about facility improvements. Dr. Katz asked for feedback and suggestions on enrollment goals. There was also discussion about promoting study abroad and study away opportunities.

Dr. Trawick distributed the GFCB Departmental Activity Based Budget for 2013-2014. She would like to begin working on the budget for 2014- 2015 and asked GFAC to submit their needs.

Dr. Trawick asked for feedback on the updated GFCB Faculty Qualifications Policy. The policy was approved for presentation to faculty at the January 23, 2014 meeting.

Dr. Katz reviewed the upcoming events for the college. The meeting ended at 11:00 a.m.