

**Gordon Ford College of Business**  
Administrative Council Meeting  
Minutes  
January 10, 2013  
9:00 a.m.  
Grise Hall 443

Members present included Drs. Chris Brown, Jeff Butterfield, Cathy Carey, Zubair Mohamed, Rick Shannon, Michelle Trawick, Steve Wells, and Jeff Katz, presiding. Dr. Shane Spiller was a guest.

Dr. Katz opened the meeting and asked for approval of the minutes December 6, 2012. Dr. Wells made a motion to approve and Dr. Mohamed seconded the motion. The GFAC approved the minutes with one change.

Dr. Katz reminded department chairs that center directors are to submit yearly reports before February 1st and asked Department Chairs to review them as well. He asked for comments and suggestions regarding the Policy on Evaluation of Student Teaching Assistants be emailed to him or Dr. Trawick. Ms. Harvey distributed the Spring 2013 special events calendar and Dr. Katz reviewed the events.

Dr. Trawick gave an update from the curriculum committee. The math sub-committee is meeting next week to review content and make it a three hour course. She also said the Assurance of Learning committee has asked the Curriculum Committee to review the core curriculum for the college. Regarding the Infrastructure update, Dr. Trawick has met with the committee from the Business Executive Advisory Council. They are developing a timeline for possible changes to the building. Dr. Katz asked department chairs to share any further suggestions or comments with Dr. Trawick.

Dr. Katz asked for departmental updates. Dr. Butterfield announced the Information Systems Department is working on the Business Informatics curriculum. Dr. Wells announced Dr. Alan Hunt will join the Accounting department in the fall and an offer has been made for the second accounting position. The Accounting Department will host the AP teachers and high school students on March 22. Dr. Shannon said the Marketing Department is continuing to work on the cluster hire search. Dr. Carey announced the Economics Department has two candidates visiting campus this month. They are working on the Math/Economics Actuarial Science program and the JUMP (Joint Undergraduate Masters Program). Three speakers are scheduled for the Economics Department this Spring. Dr. Mohamed announced Joshua Hensberger will join the Management Department in the fall. The search committee for the Entrepreneurship Chair is still reviewing applicants. The Management Department has plans to meet with the community colleges regarding the 2+2 program. Dr. Brown said the Finance department is working on the dual credit course for Finance 161. He has nominated Dr. Johnny Chan for University Distinguished Professor.

Dr. Katz announced the January 16 college wide meeting will begin with a light breakfast at 8 a.m. and the meeting at 8:30 a.m. at the Knicely Center. Dr. Katz asked for suggestions for the

agenda for the meeting. Dr. Katz will do a welcome. Dr. Spiller will give an update from the Maintenance of Accreditation committee. Dr. Trawick will do a quick update that will include curriculum and the PEAK program. Dr. Spiller would like an update from the Assurance of Learning committee. He would also like to give everyone an opportunity to join an action team from the Strategic Planning Council. Dr. Katz will cover that in his update and at the end. The schedule for AACSB will be reviewed during the Maintenance committee update.

The GFAC reviewed the schedule for the AACSB visit. Dr. Katz asked the department chairs to attend the reception from 5:00 p.m. – 6:30 p.m. on Sunday, January 27 at the Holiday Inn Plaza. Ms. Harvey will take care of inviting specific groups to attend meetings with the team.

Dr. Trawick distributed a draft of additional information that will be sent to the AACSB team. The department chairs reviewed the draft. Dr. Trawick asked the department chairs to provide three publications from their department to be kept in the conference room during the visit.

The meeting ended at 11:30 a.m. The next meeting is scheduled for Thursday, January 24 at 9 a.m.