

**Gordon Ford College of Business**  
Administrative Council Meeting  
Minutes  
February 21, 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. Dr. Dennis Wilson was a guest to discuss the Honors Program.

Dr. Wilson reported on the Honors College Report Fall 2012 which summarizes enrollment numbers, grants, Capstone experience, thesis, and augmentation contracts. The Honors College has offered a partial buyout of salaries for faculty teaching 300 level classes and above. The committee discussed offering core classes once a year rather than each semester for Honor students which includes Econ 307, Finance 330, and Management 314. Dr. Katz will meet with Dr. Craig Cobane and Dr. Clay Motley to discuss this schedule.

Dr. Katz asked for approval of the minutes. Dr. Hatfield made a motion to approve and Dr. Brown made a second. The GFAC approved the minutes with one change.

Dr. Mohamed attended the CAD meeting for Dr. Katz who was out of town. He stated the Credentialing Reports need to be completed and sent to Academic Affairs. Dr. Katz discussed several handouts from the CAD meeting: Dual Career Policy, Capital Plan for improvements to Grise Hall, and Focus on WKU for students interested in attending WKU. He suggested the departments should participate in staffing the tables for the Focus on WKU events. Dr. Katz handed out the Center Reports. Dr. Brown suggested that the reports be discussed at the next GFAC meeting when all reports have been received.

Dr. Katz has met with members of the Center for Leadership Excellence. The college has been discussing the opportunity to more closely align with the Center. The focus will be on bringing national and world-class leaders to conduct seminars in Bowling Green. Discussions on this are continuing.

GFAC discussed the AQ special policies changes that were recommended by the AACSB Peer Review Team. Dr. Katz suggested that benchmarks from other AACSB universities in Kentucky be investigated.

Dr. Katz led the discussion on the Quality Enhancement Program handouts. Dr. Katz will send the QEP handouts to the Strategic Planning Council for their review and input.

Dr. Wells spoke on the Special Day Program for the Governor's Scholar Program Students. Dr. Wells thought the program was very successful and suggested the college pick up the financial responsibility of the program (\$3500) which covers the cost of mailings, room rental, and luncheon for students and parents.

Dr. Mohamed distributed a Plus 2 brochure for the college. The students may start this program in the fall. He will meet with each department head in the future. Dr. Shannon talked about the three job candidates who will be visiting in the next two weeks. He also spoke about senior assessment curriculum changes along with other class changes in the Marketing Department. Dr. Wells will visit AP accounting classes in Ashland, Kentucky. Dr. Butterfield has completed Form 3 for his AQ position to be filled.

To assure consistency in our hiring of faculty and staff, Dr. Trawick will negotiate the official offers made by the Dean's office with the candidates for hire. Department heads can still recommend general offers in salary and teaching loads. The award program was discussed and a handout was distributed. Dr. Hatfield announced that the week beginning March 18 is REACH week. The MBA program is participating in several events. Currently the MBA office is working with area Chambers of Commerce in order to make more business contacts. Dr. Trawick would like the names of students who would like to participate in the mentoring program. The department chairs indicated that they are willing to ask their graduating seniors to complete an exit survey.

Dr. Carey has hired a new assistant professor for fall 2013. Two students from the Economics Department went to the Capitol for the poster event.

Dr. Katz reviewed the upcoming events listed on the agenda.

Meeting ended 11:32 a.m. The next meeting is March 7.

*Minutes submitted by Brenda Dickson.*