

Gordon Ford College of Business

Leadership Team Meeting

GH 443

Thursday, September 30, 2021

9:00 am

Members present: Drs. Ray Blankenship, Indu Chhachhi, Lukas Forbes, Alex Lebedinsky, Whitney Peake, Mark Ross, Evelyn Thrasher, and Chris Shook, presiding. Drs. Rob Hale and Tuesdi Helbig, guests.

Dr. Hale and Dr. Helbig presented a one-year academic program sustainability pilot initiative to the department chairs. After a review of the program's dashboard metrics, there was a Q&A session.

Dr. Shook asked for approval of the minutes from the September 16, 2021 meeting. Dr. Lukas Forbes made a motion to approve the minutes, and Dr. Ray Blankenship seconded. The minutes were approved with no change.

The Financial Planning Association competed recently in the Case Competition at the National FPA Challenge. Dr. Chhachhi stated that four out of the last six years our students have made it to the Elite 8, with a 4th place ranking this year.

Dr. Lebedinsky brought it to the attention of the chairs that he recently received a message from someone stating she is receiving emails from GFCB advisors, but she has never been in a class at GFCB or WKU. Dr. Thrasher will follow up with Academic & Career Development Center.

The major and minor fair attendance was not well attended. Options for how to participate in future fairs were suggested. A couple of them are to have one or two tables with all of GFCB's information and/or ask the Ambassadors to man the tables, etc. Dr. Shook will follow up on the event for future involvement.

There was concern presented about the engagement of BA 175 students when department chairs were making presentations to the class. It was suggested to have a peer present the department's information to the class and possibly asking the students to complete a survey on what information they would find helpful. Dr. Shook will follow up with Ms. Duvall.

Dr. Shook provided a few brief CAD Plus and President's Cabinet updates:

- The next Student Success Summit will be on Thursday, January 13. Department chairs are asked not to schedule any meetings on that day so faculty may attend.
- A new initiative will begin soon. The Inclusive Teaching Academy will need three people from each college to participate. Each college will donate funds to a scholarship in honor of the faculty participating in honor of the faculty participating.
- Full-year scheduling was discussed. They will continue to review the process.
- Several draft policies were reviewed and updated.

- There were complaints that spring commencement was held on Derby Day. This spring will entail college recognition ceremonies on Thursday and Friday. A task force will be established soon to revise the academic calendar to avoid this problem permanently.
- FY23 will utilize the RAMP (Resource Allocation, Management and Planning) budget.
- The Provost office requests each college to follow proper hiring procedures. An email from the Provost's office is forthcoming. In the event we are able to hire new faculty, the search committee should follow the applicable policies and procedures and submit the unranked candidates' strengths and weaknesses to the Dean. The Dean is to be the one who is to be the one who makes the final decision. The Dean will follow up with the Provost's office to see if the Associate Dean can still make the offer and write the offer letter.
- It looks like Finance and Information Systems' requests to fill faculty vacancies due to VSIP may move forward because of CAPE (Comprehensive Academic Program Evaluation), but is uncertain about the other programs. The Provost is making decisions based on several factors, included enrollment growth, cluster hire possibilities, etc.

The Center for Leadership Excellence itself is on pause, but the initiative itself is moving forward.

Dr. Ross asked about optimum enrollment numbers would be for our classes. Once the RAMP Model is in place, the matter will be revisited. Enrollments and student credit hour production were among the items discussed.

Dr. Thrasher led the discussion on graduation application holds. She said students are no longer notified when they should register for graduation. Currently there are a couple of students who just filed (in September) for a December graduation and learned they did not take all the required courses. She asked the chairs for input on how we could monitor graduation registrations, acknowledging the students had accountability for the situation. Dr. Thrasher has met with Ms. Jennifer Hammonds, the Registrar, to see if the hold can be reinstated. The department chairs were asked to encourage the students to register for graduation at the appropriate time.

The department chairs were asked to share any program revision updates in their area:

- Dr. Thrasher commented on her meeting with Ms. Hammonds in the Registrar's office. She is willing to help the chairs anyway she can. The leadership team was encouraged to take her up on the offer for assistance.
 - Admission requirements – Extra information mentioning the “P” code can be deleted. You can also send Ms. Hammonds and email. She is able to make the change because it is not a curricular change.
 - Courses – Ms. Hammonds suggested that some courses can just be processed as ‘Revised’ and not ‘Create a New Course’. Course credits can be offered in ½ hour increments. All other WKU requirements are still in place, such as half the hours must be in your major. These hours do not include colonnade unless it is a course in your major.
 - Electives – It was clarified that the electives do not have to be itemized and listed individually. Adding a note will suffice.

- For courses that other programs use that other programs use we are supposed to notify them of course changes such as prerequisites, or deleting a course from the program.
- A syllabus only has to be included on a new course if it is going through colonnade.
- Dr. Chhachhi mentioned that the Finance Department is almost finished with their program revisions.

The meeting adjourned at 10:45 am. The next meeting will be held on Thursday, October 14, 2021 at 9:00 am, in the Dean's Conference Room, GH 443.

