

**Gordon Ford College of Business
Administrative Council Meeting
Minutes
October 27, 2011
Grise Hall 443**

Members present included Chris Brown, Zubair Mohamed, Rick Shannon, Steve Wells, Bob Reber, Jeff Butterfield, Michelle Trawick, Bob Hatfield, and Jeff Katz, presiding.

Dr. Katz asked for approval of the minutes from October 20, 2011. Dr. Shannon made a motion to approve the minutes. Dr. Butterfield made a second and the GFAC approved the minutes.

Dr. Katz gave an update from the Provost's CAD meeting. He thanked Drs. Mohamed and Trawick for their help with the General Education Task Force and said the task force will now present a proposal to the Senate. He announced Doug McElroy will speak to GFAC at a later date about the new risk analysis tool. Dr. Katz asked GFAC about course fees in the GFCB. Drs. Reber and Trawick will give a summary for the Provost before December 17, 2011 regarding the receipt and use of course fees in the GFCB. Dr. Katz encouraged nominations for the 2011-2012 faculty awards and asked Ms. Harvey to send the email with necessary information. Dr. Katz distributed a spreadsheet of available money in unit productivity awards for each department.

Dr. Katz announced the possibility of working with Northern Illinois on external reviews for research. He will share more information as he receives it.

Dr. Katz opened discussion regarding budget and foundation funds. He announced the GFCB has a negative carry-forward for the tri-lateral MBA program and Dr. Katz has worked out a three year payment plan to cover the deficit. Discussion was held regarding student club support. Dr. Katz is considering matching SGA funds that are awarded to college student groups. Dr. Reber will ask Ms. Martina Gibson for a report of past support.

Regarding department chair and center/program director evaluations, Dr. Katz said there is a need to identify department chairs that have been in place for four years and need evaluation. Also, a process will need to be developed for evaluating center/program directors. Dr. Katz suggested a two to three page summary of activities and goals for the coming year before the end of 2011. GFAC will review the summaries. These evaluations will be separate from annual faculty evaluations. The Dean's office will send out a letter of request for the evaluation. Discussion was held regarding administrative support for the college centers.

Dr. Katz asked the GFAC to submit examples of program efficiencies to Dr. Reber for a report for Mike Dale.

The job description for Associate Dean for Graduate Programs and Research has been approved by the Provost. Dr. Katz will be sending it to Drs. Baylis and Doerner for review. Dr. Jeff Butterfield has agreed to chair the search committee. Dr. Katz asked GFAC to solicit faculty members to serve on the committee and represent each department.

Dr. Katz asked for any additional comments regarding the administrator and staff teaching load policy. Dr. Brown made a suggestion of adding a research component to the requirements for a department chair by reducing the teaching load six credit hours.

Discussion was held regarding the summer research grant program. It was decided Dr. Katz will send correspondence to the faculty to let them know the program will be suspended pending the use of funds for newly-hired faculty during the coming year.

Dr. Katz made an announcement of upcoming events of note:

1. Tenure, Promotion and Sabbatical Applications –to Dean's Office by November 1
2. Confucius Institute International Business Dinner- November 10
3. Department Chair notifies faculty of tenure/promotion recommendation to dean for by November 15
4. Sabbatical applications due to Academic Affairs by November 18
5. UDP applications sent to departments by November 18
6. Commencement Breakfast, Saturday, December 17th, 8 a.m., Grise Hall 2nd floor
7. Holiday Open House – Sunday, December 18th, Katz Home
8. Post Tenure and Annual Faculty Evaluations to Dean – February 1, 2012

Dr. Trawick said the Economics department will begin advertising their PQ position.

Dr. Hatfield announced the MBA program will begin its GMAT review program. The MBA was on the news recently promoting the ETS feedback showed WKU's in the top 20% nationally.

Dr. Brown said the Finance department is working on the non-credit certificate in financial planning.

Dr. Wells gave an update on the AQ position opening in Accounting.

Dr. Reber is working on posting the internal search for the Marketing department chair.

Dr. Katz announced the first Business Executive Advisory Council will be held Friday, February 17 at the Carroll Knicely Center with a lunch followed by a meeting.

The meeting adjourned at 11:00 a.m. The next meeting is Thursday, November 3 at 9 a.m.