

**Gordon Ford College of Business
Administrative Council Meeting
Minutes
November 17, 2011
9 a.m. – 11 a.m.
Grise Hall 443**

Members present included Chris Brown, Bob Reber, Jeff Butterfield, Michelle Trawick, Bob Hatfield, Steve Wells, Rick Shannon, Zubair Mohamed and Jeff Katz, presiding. Dr. Cecile Garmon was a guest.

Dr. Katz opened the meeting and welcomed everyone. He requested GFAC meet at 8 a.m. instead of 9 a.m. on December 1. He began with an update from CAD and said the Provost has requested research presentations at the next Board of Regents on January 20. Nominations can be made to the Dean before Thanksgiving break. Dr. Katz distributed a document regarding policy and procedure for adjunct faculty. Regarding teaching improvement and classroom equipment, Dr. Katz mentioned he emailed the GFAC the approved funding. Dr. Katz requested Digital Measures be updated by December 7, 2011. Dr. Katz met with the Dean's Student Advisory Council recently. They would like to see more recent pictures on the website and Dr. Katz said he asked them to send pictures to Mr. Cody Turner. Dr. Katz encouraged GFAC to nominate one student from each department for the Student Leadership Banquet to Dr. Cecile Garmon.

Dr. Katz opened discussion about the possibility of hiring a Communications Coordinator for GFCB. It was decided that Dr. Trawick will chair the search committee. Dr. Hatfield, Dr. Shannon, Mr. Cody Turner, and Mrs. Kristina Harvey will serve on the committee. Dr. Trawick will ask Mrs. Stacey Biggs to serve on the committee, too.

There was general discussion regarding BA 175 staffing and needs for the Marketing Department. It will be discussed again at a meeting in December.

Dr. Shannon announced that Mr. Allan Hall and Ms. Mary Jane Gardner are coordinating the American Marketing Association for GFCB students. He also said the department is considering dropping its senior assessment course.

Dr. Wells announced the Accounting Department has evaluated the applicants for the AQ position and is working on a decision to invite applicants to campus for interviews.

Dr. Reber announced he is meeting with Jeppie Sumter regarding video camera surveillance.

Dr. Katz asked for approval of the final document for the Gordon Ford College of Business Guidelines for Academic Citizenship. The four Student Academic Citizenship points will be displayed in the classrooms. The entire document will be posted on the website. Dr. Trawick made a motion, Dr. Hatfield made a second and the guidelines were approved. Dr. Evelyn Thrasher and her committee were commended for their work.

Regarding other intellectual contributions for AQ status, Dr. Trawick asked for feedback. General discussion was held about the guidelines. Current categories include Peer Review Journal Articles and Other. Dr. Trawick will prepare a list of guidelines for “Other” and email it to the GFAC for review.

Dr. Katz announced upcoming events of note:

1. UDP applications sent to departments by November 18
2. Tenure and Promotion Recommendations to Provost by December 1st
3. Commencement Breakfast, Saturday, December 17th, 8 a.m., Grise Hall 2nd floor
4. Holiday Open House – Sunday, December 18th, Katz Home
5. Department Chair 4-Year Reviews due to Academic Affairs by December 16th
6. Post Tenure and Annual Faculty Evaluations to Dean – February 1, 2012

The meeting ended at 10:30 a.m. The next meeting is scheduled for Thursday, December 1 at 8 a.m.