

Gordon Ford College of Business
Administrative Council Meeting
Minutes
August 30, 2012
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. Katz welcomed everyone and asked for approval of the minutes from August 16, 2012. Dr. Trawick made a motion and Dr. Carey made a second. GFAC approved the minutes without changes.

Dr. Katz gave an update from the CAD meeting. Enrollment for the GFCB looks good. He encouraged GFAC to continue to look for ways to increase enrollment. Dr. Katz gave an update on the Phase I staffing plan approvals. He also distributed the draft Policy on Payments to Human Research Participants. Dr. Katz asked for a faculty member and student representative for the Student Complaint Committee. He announced Ms. Stacey Gish will work with the advisors to develop GFCB marketing material for WKU recruiters.

Dr. Katz gave an update on the carry forward budget. He reviewed the policy and procedures for promotion and tenure applications. The current college tenure and promotion policy doesn't match the most recent University Faculty Handbook (18th edition.) He asked how GFAC would like to adopt the policy. Dr. Trawick mentioned the annual appraisal policy will have to be reviewed as well because it is not consistent with the promotion and tenure policy. It was decided that a draft will be prepared by January 2013 for faculty approval. Dr. Trawick will work on a draft to present to GFAC.

Dr. Trawick gave an update for the PEAK program. She announced Dr. Cosby is looking for volunteers for the committee. Dr. Brown asked for an updated list of GFCB committees. It was decided that the Student Quality Committee will be absorbed by the PEAK Program Committee and membership will be determined. Nominations can be submitted to Dr. Trawick. Dr. Hatfield also asked for representatives for the Research Committee. Discussion was held about bylaws for the committees. Dr. Trawick will ask Tonya to look into the two year rule for the curriculum committee.

Dr. Katz reviewed the upcoming events. Freshman Assembly is on September 4 at 6 p.m. in Diddle Arena. GFCB will host a BBQ on September 6 from 3 p.m. – 5 p.m. outside of Grise Hall. Continuance recommendations for non-tenured faculty are due to Academic Affairs if negative on September 20. Faculty promotion and tenure applications and sabbatical applications are due to department heads on October 1.

Dr. Katz asked for department updates. Dr. Brown will work on a draft for submitting the Center for Financial Literacy for approval. Dr. Mohamed announced the Employer Needs committee from the Business Executive Advisory Council will meet on September 6. He is working on

offering the online option for Business Administration. Dr. Shannon announced the Marketing Department is considering offering a large section of Mass Media in the auditorium in the Spring. Dr. Wells announced the Accounting department received a few applications at the recent Accounting conference Dr. Wade attended. The Accounting Department is reviewing them. He announced Meet the Firms will take place on September 10th and the football event for the Governor's Scholar Program students interested in Accounting and Finance is November 1st. It will include tickets to the ESPN televised football game that evening. Dr. Hatfield announced he met with the Grants Coordinator, Emily England. September 17 is the deadline for the RCAP application to department heads before sending it to the Dean. Dr. Katz asked GFAC to encourage their faculty to apply.

Dr. Hatfield has asked Emily England to visit a future GFAC meeting and discuss the Pivot database used for researching grant opportunities. The deadline for FUSE is October 22. Student applications should be emailed to faculty mentors by that date. He also mentioned the Spring Research Week and suggested GFAC begin thinking about possible submissions. Dr. Hatfield announced the full-time MBA has 18 enrolled and the pMBA has 11 enrolled. He is still working on the DELO agreement for the online MBA, pMBA, and Executive Education. Dr. Butterfield announced the Information Systems Department will be promoting the Business Informatics program.

Dr. Trawick gave an update on DELO distributions. She said Chad Davis is chairing the Student Recruitment and Placement committee of the Business Executive Advisory Council and will have their first meeting tomorrow.

Dr. Katz announced that Mrs. Stacey Gish will present a communications plan for GFCB at the next GFAC meeting.

The meeting ended at 10:55. The next meeting is scheduled for Thursday, September 6.