

Gordon Ford College of Business
Administrative Council Meeting
Minutes
March 22, 2012
9:00 a.m.
Grise Hall 443

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

Dr. Katz opened the meeting and welcomed everyone. He asked for approval of the minutes from March 15, 2012. Dr. Shannon made a motion. Dr. Mohamed made a second and the minutes were approved by the GFAC.

Dr. Katz gave an update from the Council of Academic Deans meeting and the budget for the coming year. From the SACS department head work session meeting, Dr. Katz reported on the need for documenting faculty credentialing. Dr. Trawick said that Tonya Woosley is gathering information from part-time faculty. Dr. Katz also reported syllabi from faculty should include student learning outcomes for that course. Classes taught by multiple faculty should have the same learning objectives listed.

Dr. Katz distributed an updated strategic plan that was recently approved by the SPC. He asked for comments from GFAC as quickly as possible. The document will be sent to Denise Schoenbachler next week. It will be presented to the college at the Fall meeting and the Business Executive Advisory Council in October.

Dr. Katz gave an update from the recent Careers Services Job Fair. He also reported on the Department Chair and Center Director evaluation process. Dr. Katz encouraged GFAC to attend the presentations later today for the Associate Dean position. Dr. Wells asked about the process for faculty evaluations and requested the departments receive a copy of the signature page for department files that Dr. Trawick will provide.

Dr. Hatfield reported he had a meeting recently with Dr. Kinchel Doerner. Graduate Studies will be using a new program to help determine need based scholarships for international students. He also announced a new endeavor with WKU to open a student run store in downtown Bowling Green. This is an entrepreneurial effort with Dr. Baylis, the Small Business Development Center and the Center for Entrepreneurship and Innovation.

Dr. Trawick announced the Economics Department is extending the search for Executive in Residence until April 15. The Economics seniors are doing their annual research conference on Friday, April 18 in the 4th floor lobby. The search for the Chair position is underway and applications are due by March 30. Dr. Trawick reported she recently attended the AACSB Conference on Assurance of Learning.

Dr. Brown asked for clarification on winter and summer term stipends. Dr. Trawick reported on a meeting she recently attended regarding summer classes. She said Beth Laves would like to

meet with GFAC in the future to discuss a policy on capping classes. As far as Drs. Trawick and Katz know there will not be a change in the compensation.

Dr. Butterfield reported the Information Systems department is working to keep track of job placement.

Dr. Katz and Ms. Harvey gave an update on the Hays Watkins events scheduled for March 28 and 29. Ms. Harvey will email the department chairs a detailed agenda.

Dr. Trawick announced the WKU Student Research Conference is Saturday, March 24 in Gary Ransdell Hall.

Dr. Wells reported the Accounting Department has extended the search for their AQ position. The PQ position announcement has been sent. He gave an update on the Master of Accountancy program. Dr. Wells also announced the faculty are planning to submit two curriculum changes.

Dr. Shannon said the Marketing department is still working with WKU on the cluster hire.

Dr. Katz asked for suggestions and comments regarding the college graduation reception. It was decided that because graduation is at 6 p.m. this semester we will not have a reception in May.

Dr. Katz asked for the policy on retirement recognition. Dr. Shannon announced the Marketing Department will recognize Dr. Ron Milliman at a reception on May 3.

Dr. Katz reviewed the upcoming events of note:

- a. Research Week – March 23, 2012 (GFCB Research Showcase)
- b. Hays Watkins Speakers, Mr. Ted and Mrs. Mary Nixon – March 29, 2012
 - RSVP for lunch on the 29th
- c. Beta Gamma Sigma Dinner, April 4, 2012
- d. AACSB Peer Review Team Chair visit April 6, 2012
- e. College Awards Banquet, Carroll Knicely Center – April 27, 2012

The meeting ended at 10:40 a.m.