

**Gordon Ford College of Business**  
Administrative Council Meeting  
Minutes  
April 19, 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. Shane Spiller was a guest.

Dr. Katz opened the meeting and welcomed everyone. Dr. Katz asked Dr. Spiller to present the proposed Faculty Mentoring Program Proposal. The purpose of the program is to formalize a mentoring system where more senior faculty will be encouraged to share policies, procedures, resources and recommendations with new faculty and instructors. Discussion was held about the mentors being from outside the department of the new faculty and instructors. The GFAC gave suggestions to Dr. Spiller for revising the policy. Dr. Spiller will share the revised policy with potential mentors for feedback too.

Dr. Spiller also asked the GFAC to email him examples of best practices for the AACSB report.

Dr. Katz asked for approval of the minutes. Dr. Shannon made a motion and Dr. Hatfield made a second. The minutes from April 12, 2012 were approved with a few changes.

Dr. Katz reminded GFAC that tomorrow morning is the Chamber Breakfast at 7 a.m. at the Sloan Convention Center. He also encouraged GFAC to meet with each of the faculty members about their plans for summer and fall. Dr. Katz has been gathering feedback for the selection of the Associate Dean and will be making a decision soon.

Drs. Trawick and Wells presented the Draft Policy for Faculty Re-Attaining AQ or PQ status. Discussion was held regarding AQ faculty being evaluated based upon peer reviewed journal articles and other acceptable intellectual contributions. GFAC discussed that while the faculty member is at risk for maintenance qualifications they will be able to teach 3/3 for two years. After two years they will become classified as “other” and be required to teach 4/4. Drs. Wells and Trawick will make changes and bring an updated policy to the GFAC.

Drs. Butterfield, Mohamed and Shannon presented the policy for Responsibilities of Department Chairs. Dr. Mohamed made a motion to approve the policy with changes. Dr. Trawick made a second and the policy was approved by the GFAC. The revised policy will be placed on the college’s website.

The recipient for the Outstanding Jefferson Senior was chosen for the Awards Banquet on April 27, 2012.

Dr. Katz asked for departmental updates. Dr. Butterfield said IS is recruiting and registering students. Dr. Trawick announced the Economics Department has 20 new applicants for the PQ

search. Regarding the internal search for department chair, Cathy Carey is the only candidate interviewing. Dr. Katz encouraged GFAC to share their comments with them. Dr. Trawick also announced the dedication of Dr. Wassom's bench on Thursday, April 26. Dr. Trawick is meeting with the summer research grant committee to begin the selection process. She is working with LaDonna Harris and Martina Gibson on budget transfers. Dr. Hatfield announced the MBA plus event on Wednesday, April 25 and a professional networking day on Thursday, April 26. He also said MBA is participating in Earth day on April 20. He also announced they are having their curriculum review for MBA. He expressed concern that there are not international students enrolled in the MBA for the Fall. Dr. Brown announced the deadline for the KBMI summer internship application. Dr. Mohamed said the Management Department met for evaluation of the Mattie N. Ford Chair position. Dr. Miller said contract renewals will be on a year to year basis. Dr. Shannon gave an update from the cluster hire search. He also gave an update on development efforts in his department to recently secure a new scholarship. Dr. Wells gave an update on the open position in the Accounting Department.

Dr. Katz reviewed upcoming events of note:

- a. College Awards Banquet, Carroll Knicely Center, 6 p.m., April 27, 2012
- b. Spring Fling, Katz Residence, 1 p.m. – 4 p.m., May 6, 2012
- c. Graduation, May 11 & 12
- d. Accreditation Consultant Visit, Dr. Yar Ebadi, June 11-13

The meeting ended at 11:00 a.m. The next meeting is scheduled for Thursday, April 26, 2012.