

Gordon Ford College of Business
Administrative Council Retreat
Minutes
July 25, 2012
8:00 am – 1:15 pm
Knically Conference Center
Board Room

Members present: Drs. Chris Brown, Jeff Butterfield, Cathy Carey, 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. He introduced Dr. Shane Spiller to give an update on the maintenance of accreditation. Dr. Spiller gave a report from the maintenance of accreditation committee's recent meeting where they reviewed the research output from GFCB faculty. He suggested discussing AACSB needs for Digital Measures at the Fall college meeting. Discussion was held about what can be done to ensure information is entered into Digital Measures correctly and promptly. Dr. Spiller said the committee hopes to have a rough draft for review by August 15. Several future plans, such as the Strategic Plan, the Assurance of Learning, Honors, etc. will be appendices in the document. Dr. Katz thanked Dr. Spiller for all of his work.

Dr. Katz asked for approval of the minutes from July 5, 2012. Dr. Mohamed made a motion and Dr. Hatfield made a second. The GFAC approved the minutes.

Dr. Katz gave an update on CAD and Academic Affairs. He announced Dr. Craig Cobane will visit with GFAC on August 9 to discuss International Programs, Honors College processes, and offering more honors classes within the college. He will also discuss faculty led study abroad programs. Dr. Katz explained the Program Review Schedule for 2014. He announced Kelly Madole is the interim director of Graduate Studies and explained the new GA Policy. Dr. Katz said Academic Affairs is updating the organizational chart and categorical index. He asked that websites be updated with correct information. He announced that any overloads should be prior-approved by Dr. Miller and discussed with Dr. Trawick first. Dr. Katz reminded GFAC of the Board of Regents presentation and luncheon on July 26.

Dr. Katz asked for department updates. Drs. Shannon and Carey gave updates on new faculty. Dr. Butterfield said the Information Systems Department is working with three new community colleges. Dr. Hatfield said he is in discussion with DELO regarding PMBA compensation and budgets. He said the student retail space on the downtown square will open soon. Competition to use the space in the future will go through the Incubator at the Center for Research and Development. Dr. Brown announced the Finance department has an agreement from Service One Credit Union to make a donation for the Financial Success Initiative. The purpose is to hire an intern that will do peer to peer counseling. The department will be working to make the Financial Success Initiative into a Center. Dr. Wells said the Accounting Department is making plans for Dr. Crockett in the fall. He said Ms. Sheri Henson is doing an excellent job advising students in the PPA.

Dr. Hatfield provided a draft of a research plan. Dr. Hatfield welcomes the opportunity to meet with departments and faculty members to discuss what he can do to help with research opportunities. He hopes to create a website that will help GFCB identify these opportunities. Dr. Hatfield would like input about the college having a research seminar series. Discussion was held regarding the research committee and responsibilities.

The new faculty mentor proposal developed by Drs. Chhachhi and Spiller was discussed. Dr. Katz explained it is a structured way to introduce new faculty. Dr. Shannon asked if the mentors will come from within the same department as the new faculty member. It was decided that the mentor can be from any department in the college. With that revision, Dr. Brown made a motion to approve. Dr. Hatfield made a second and the proposal was approved.

Dr. Katz asked GFAC to think about meeting with their departments and individual faculty members to discuss goals for the next four to five years. He says the college will focus on scholarship development to recruit the best and brightest students. The college is dedicated to finding compensation resources. Discussion was held about building needs.

Dr. Katz announced the next Business Executive Advisory Council meeting is scheduled for October 19. He is working with Dr. Randy Capps and revised bylaws will be presented. He asked for updates from the standing committees. Dr. Trawick said Mr. Vince Foushee is the chair of the Facilities committee. Dr. Shannon is working closely with the chair of the Marketing and Branding Committee, Mr. Tim Earnhart and the committee will meet soon. Dr. Katz said there are currently 26 members on the board and he is open for nominations. Dr. Trawick has been reporting updates from the college's Career Task Force to the Student Retention and Recruitment committee.

Dr. Katz announced he is meeting with Mr. William Skaggs and Mr. Jared Holland regarding the annual fund. They will work on wording for the annual letter to focus on resources for the centers and scholarships. He also gave an update on development. Thirty seven requests were made last year with 17 major gifts being committed for a total of \$448,400. Dr. Shannon suggested informing faculty of gifts more than \$1,000.

Dr. Trawick gave an update on the FY13/14 priorities in the Phase I staffing plan, available funds and options. Discussion was held regarding needs in IS, Accounting and Economics based on possible options for using phase I funds. Everyone decided to discuss staffing further next Friday, August 3 a 9 a.m.

The meeting ended at 1:00 p.m. The next meeting is scheduled for Friday, August 3 at 9 a.m.