

**Gordon Ford College of Business  
Administrative Council Meeting**

Minutes

January 14, 2016

10:00 a.m.

Grise Hall 443

Members present: Drs. Ray Blankenship, Chris Brown, Bob Hatfield, Paula Potter, Rick Shannon, Michelle Trawick, Steve Wells, and Jeff Katz, presiding. Dr. Eric Reed, Dean of the Graduate School, was a guest.

Dr. Katz introduced Dr. Eric Reed, Dean of the WKU Graduate School. Dr. Reed shared his plans for the next six months as interim dean and listened to GFAC share their ideas for graduate programs.

Dr. Katz asked for approval of the minutes from December 10, 2015. Dr. Brown made a motion to approve and Dr. Potter made a second motion to approve the minutes and GFAC approved the minutes.

Dr. Katz gave an update from the most recent CAD meeting. He shared information about minority recruiting and hiring. He announced the deadline for faculty award nominations is March 15<sup>th</sup>. Dr. Katz distributed a document regarding course delivery definitions.

Dr. Hatfield shared the three draft proposals for the Policy on Impact. There was discussion and a version was chosen by GFAC for discussion at the college-wide meeting.

Dr. Hatfield distributed the Summer Research Grant Program proposal and Research Incentive Program. He explained the two proposals and any changes. Dr. Shannon reminded him that all full-time faculty should qualify, including executives in residence and Dr. Hatfield will make necessary changes. Dr. Trawick suggested editing the section on the RIP proposal that lists what purposes the funds may be used on. Dr. Hatfield will direct them to the WKU discretionary spending policy for a list of eligible expenses. Dr. Hatfield will make the discussed changes and send it to GFAC for review and approval before the college wide meeting.

Dr. Katz asked for feedback on the proposed faculty and staff retreat agenda. He asked for GFAC to send him any announcements that should be included in his update. He mentioned that the Counseling Center has been invited to make a brief presentation on student crisis issues.

Dr. Katz distributed the list of college committees and GFAC discussed membership of the various committees. Dr. Katz asked GFAC to review it with their departments.

Dr. Trawick distributed a draft reimbursement form for departments to use for expenses from undergraduate course fees. She asked GFAC for approval and feedback. GFAC approved the file and Dr. Trawick will email an electronic copy to everyone.

Dr. Trawick distributed a proposed budget for funding equipment requests by Academic Affairs. GFAC will review it and be ready to discuss on January 28, 2016.

The meeting ended at 1:00 p.m.