

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

Minutes
September 21, 2017
9:00 a.m.
Grise Hall 443

Members present: Drs. Ray Blankenship, Cathy Carey, Indudeep Chhachhi, Bob Hatfield, Harold Little, Paula Potter, Patricia Todd, Michelle Trawick, and Jeff Katz, presiding.

Guests: Ms. Jenna Aikins and Dr. Pat Jordan.

Dr. Katz welcomed everyone to the GFAC meeting. He thanked Ms. Aikins for her work on the budgets of the college, as well as the efforts of each department chair. Dr. Katz gave a brief overview of university budget process, as well as the GFCB approach. Dr. Trawick distributed enrollment data for each department. Ms. Aikins distributed GFCB departmental budgets data, and reviewed the information with GFAC. Dr. Katz asked that GFAC members reserve October 9th or 10th for an additional discussion. Conversation took place regarding GFCB commitments and revenues. Dr. Katz asked for each chair to revisit their budget and decide if adjustments could be made. He thanked Dr. Trawick and Ms. Aikins for all their work on getting the budget information together.

Dr. Jordan distributed information regarding GFCB courses and the issues involved with advising students. She shared how our BANNER system has helped in the advising process. Dr. Jordan reviewed procedures of advising students and offered suggestions to make serving our GFCB students more efficient. She distributed a graph depicting upper division course loads for each department as well as a list of 2018 TOP dates. Dr. Jordan distributed an "Undergraduate Certificate Program Form" and explained the procedure for processing the form. It is tracked manually, not electronically. A "Request to Change or Extend Catalog Term/Year" form was circulated, and she explained the purpose of the form. Dr. Jordan distributed a proposal for addressing Change of Major/Minor/Advisor/Certificate forms. She asked GFAC to review, discuss, and vote whether to move forward with the suggestions. She briefly discussed JUMP iCAP forms and mentioned Sandy Patterson is the contact person. She distributed course information for class as they pertain to Plus 2, Regional Campuses, night classes and bi-term courses. Dr. Jordan also shared that AARC proposed wanting serve all exploratory students. Discussion occurred how that negatively affects our students. Dr. Katz stated that Dr. Lee has approved advertising an additional advisor position, if funding is secured. Dr. Katz and other GFAC members thanked Dr. Jordan, and the other advisors, for all of their efforts and the service they provide for our college.

Dr. Katz asked for approval of the minutes from September 7, 2017. Dr. Little made a motion to approve and Dr. Blankenship made a second motion to approve the minutes from September 7th. They were approved with minor changes.

Dr. Katz shared updates for the GFCB from Academic Deans Council. The Transitional Retirement Program will face adjustments. Additional information will be forthcoming from Mr.

Tony Glisson. Equivalency courses were discussed and it was agreed that approval from Dr. Jordan, the department chair and the dean's office will be needed. The Economics Department was approved for an additional position by the Provost's office, to begin Fall 2018. An additional advisor has been approved, dependent on funds. Dr. Katz asked GFAC to keep October 9th, 10th, and 11th open to further discuss budgets. The professor meeting will take place tomorrow, September 22nd, at 2:00 pm, in the State Farm Room. Dr. Katz thanked GFAC for the efforts on faculty continuance reviews.

Summer Research grants for center directors were discussed. Dr. Katz provided a brief history of how grants have been received and distributed for the centers. It was thought the center directors should submit a proposal outlining planned activities to the department chair for approval. Proposals are to be submitted annually. Follow-up with the center director would be done to ensure good stewardship of funds. Discussion occurred regarding appropriate responsibilities and duties of the center directors, and for other funding for which they can apply. It was agreed the proposals would have Center-focused projects and the directors would disclose to the donors the full intent of how the funds will be spent. Dr. Katz requested Dr. Todd to submit an initial proposal for GFAC review.

The part-time pay policy was mentioned. Dr. Trawick reviewed the policy and shared updates to the handout that was dispersed. Dr. Trawick will move forward with the information to Dr. Miller.

Dr. Blankenship and Dr. Trawick met with Dr. Miller and it was agreed that an occasional overload will be covered by DELO. Dr. Katz shared program updates to Systems Management that he is working alongside Dr. Dennis George to complete. Dr. Potter thanked Dr. Katz for the mentoring event that took place last Friday, September 15th. Dr. Little shared that Dr. Melloney Simerly passed the CPA exam. He also said the Accounting Advisory Council will meet next Thursday, September 28th. Dr. Hatfield shared the Graduate Workshop will be held this afternoon at 4:00 pm in GH 439. All three GFCB Graduate Programs will be represented. Dr. Chhachhi informed GFAC of plans for his students to attend a conference in Nashville. Dr. Katz gave a status update on the AACSB report and his plans to send a final report the second week in October. He expressed his gratitude to Drs. Little, Spiller, Trawick, and Wells for their effort to ensure a successful accreditation visit.

The meeting ended at 11:02 a.m. The next meeting is scheduled for Thursday, October 19, 2017.