

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

Minutes

February 2, 2017

9:00 a.m.

Grise Hall 443

Members present: Drs. Ray Blankenship, Cathy Carey, Bob Hatfield, Harold Little, Paula Potter, Patricia Todd, Michelle Trawick, and Jeff Katz, presiding. Ms. Monica Duvall was a guest.

Dr. Katz welcomed Ms. Monica Duvall. Ms. Duvall began by showing the GFAC an online management internship application being used in MGT 490. She explained this option is now available for other departments.

Dr. Katz asked for approval of the minutes from January 5, 2017. Dr. Hatfield made a motion and Dr. Little made a second motion to approve the minutes. The minutes were approved without changes.

Dr. Katz gave an update from the recent CAD meeting. Dr. Katz said there was discussion about adding Title IX language with a weblink to course syllabi. He also shared the discussion about dual hiring. Dr. Katz shared information about the Work Ready Scholarship. Dr. Katz gave an update from the recent Dean's Student Advisory Council.

Dr. Katz asked for departmental updates. Dr. Carey said they have a new SA hire for the fall semester. She also announced Mr. Keith McGregory will speak at the ODE Banquet. Dr. Hatfield is taking a group of center directors to the office space in downtown Bowling Green. He also announced the Research Committee is meeting to approve the Aim High list and then bring it to GFAC for approval. Dr. Hatfield announced the Graduate Workshop is planned for February 9th at 4 p.m. Dr. Little shared they will have a new pedagogical hire for the fall in the Accounting Department. He also announced Mr. Shawn Morris will be the guest speaker for the Beta Alpha Psi Banquet. Dr. Potter announced the Center for Entrepreneurship is working on putting information together for the Center Spotlights of AACSB. They are also in the process of extending an offer for a new hire in the Fall. Dr. Todd gave an update on the Executive in Residence position search in the Marketing Department. She shared information about a project she is working on with Warren County Technical Center.

Dr. Trawick announced she is looking into more secure boxes for mail. If chairs are interested in purchasing this for their departments they should let Dr. Trawick know. She also thanked everyone for submitting faculty appraisals. She has received one Hays Watkins application and expects to receive at least one more. Dr. Trawick said she is meeting about IT upgrades in the auditorium and asked GFAC to let her know if faculty have any suggestions. She announced Ms. Lisa Hampton has accepted the advisor position and a search for a new office associate will begin.

Dr. Katz encouraged department to develop their own matrix for how department goals match the strategic goals of the college. He also asked GFAC to look at departmental needs and how

course fees and program fees can be used to assist those needs. Dr. Katz thanked GFAC for their leadership. He said there will be more involvement with the new constituent engagement coordinator and shared the spreadsheet of high school contacts. He also shared guidelines for travel plans.

Dr. Blankenship said he recently had a need to look up certificate enrollment. He learned that students do not file their form for certificates until the semester before graduation and it is not tracked in Banner. He suggested Banner should be modified to accommodate and Icap should reflect it for students. Dr. Trawick agreed to talk to Dr. Gaiko about being able to track the certificates.

The meeting ended at 10:15 a.m. The next meeting is scheduled for February 16th at 9 a.m.