

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

Minutes
November 16, 2017
9:00 a.m.
Grise Hall 443

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

Dr. Ron Rhoades presented on the topic of Student Success. He is on an Academic Affairs committee to enhance learning and increase retention, and presented his report to the Strategic Planning Council recently. The SPC members were unanimous in supporting Dr. Rhoades' proposal. The target begin date is Fall 2018. Dr. Rhoades reviewed the proposal with GFAC members. There was discussion of costs, resources available, updating BA 175, recruitment, and other elements of the proposal.

Dr. Katz asked for approval of the minutes from the October 19, 2017 meeting. Dr. Hatfield made a motion to approve and Dr. Blankenship made a second motion. They were approved with no changes.

Dr. Katz shared updates of GFCB. DELO's summer school distribution was transferred to departmental indexes. Carry forward and student fees that we requested have been returned to our college, addressing this year's budget.

The Provost's office approved for GFCB to recruit for an advisor (replacement for Judy Scott's retirement) but it must go through PAAC, first. Requests have been made for two faculty members, but we are waiting for the Provost's response before moving forward.

All stipends have been frozen by the President's office. This includes summer research grants and non-reoccurring stipends. Dr. Katz has requested the use of private funds to cover our stipends. We are waiting for the Provost's response.

GFCB Business and Professionalism week was a huge success! Dr. Katz thanked everyone for their role in PEAK week. He reviewed the flyer that Ms. Stacey Gish put together, which illustrates student participation during the various activities that were offered. Head for the Hill was also a successful event and was well attended.

Dr. Blankenship volunteered to attend the Glasgow Graduand Ceremony on behalf of GFCB so that Dr. Katz may attend the MBA event, both held on November 30.

Dr. Katz gave a brief AACSB update, and thanked everyone for their efforts toward the reports. Dr. Trawick asked that each department review their website to ensure they are current. Dr. Katz asked the GFAC members to encourage faculty, staff, retirees, and their guests to attend our Holiday Social. It will be held on December 7th, from 11:00 am – 1:00 pm, in "The Garage", located in DSU.

Dr. Hatfield presented the policy document for Faculty Research Support Program. Discussion occurred regarding eligibility into the program. Dr. Hatfield mentioned that Research Excellence Committee approved the program. Dr. Katz distributed updated proposed guidelines for summer research fellowship for center initiatives. It was decided to revisit the guidelines at the next GFAC meeting.

Dr. Trawick distributed the GFCB Part-Time Pay Policy. Discussion of the policy occurred and it was decided to revisit the policy at the next GFAC meeting.

Dr. Trawick shared her thoughts on the T-Shirt giveaway for graduating seniors. She presented the idea of giving the shirts in the lobby on the fourth floor. Each department can continue celebrating their seniors in their areas.

Dr. Katz asked for annual evaluation reports from each department chair and center director. He asked for a two to three page document listing goals and accomplishments. This is due December 15th. Please send to Wendi Kelley or Dr. Katz.

Dr. Trawick reviewed the Faculty Evaluation Form, found in Digital Measures. She explained the form and how it is populated.

In terms of updates:

- Dr. Chhachhi shared that the Finance Advisory Council will meet tomorrow, November 17th, at the Alumni Center.
- Dr. Trawick provided a curriculum update and stated all forms were approved and will move on to Senate. Math 123 is moving forward. She also shared that the Fountain Square location will need to look into hiring another cleaning service. The service that was being used was not able to work around the class schedules.
- Dr. Potter mention the Management Advisory Council met earlier in the week. She thanked Dr. Katz for attending and saying a few words to welcome everyone. She explained to the Council the focus of the department is on the students. Dr. Potter reviewed how faculty were involved in PEAK Week and International week. The University Strategic Planning Committee forum will meet this afternoon (November 16th, 3:00 pm - 4:00 pm) and all are invited to attend.
- Dr. Carey mentioned applications have already begun being accepted. She state the SEA conference is this weekend. Steven Locke, Sebastian Leguizamon and others are attending. She reviewed the successes of the Economic Senior Conference earlier in the week. Dr. Cary also gave a brief progress report on the Provost Search.
- Dr. Hatfield stated that Ms. Amber Frye, a PMBA student, was recognized as one of 20 WKU alumni among 2017 class of Leadership Bowling Green. He also discussed enrollment in GMAT and how the delivery method has evolved to better accommodate students.
- Dr. Blankenship explained the IS department is hosting a poster session on December 1st, on the 2nd floor lobby, at 10:00 am. An AIS student organization has been formed, and they are moving forward with bylaws, membership, etc. He gave a brief report on the use of the new printer.

The meeting ended at 10:57 a.m. The next meeting is scheduled for Thursday, November 30, 2017.