

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

Minutes
January 11, 2018
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. Dr. Susane Leguizamon and Ms. Doreen Williams-Holmes, guests.

Dr. Katz welcomed Ms. Williams-Holmes, Dr. Leguizamon, and Dr. Little. They presented on the Diversity and Inclusion conference they recently attended. They plan to present the same information during the faculty and staff retreat, on January 18th. Dr. Katz asked Dr. Little to develop strategies to help GFCB move forward in addressing this important issue.

Dr. Katz asked for approval of the minutes from the November 30, 2017 meeting. Dr. Trawick made a motion to approve and Dr. Todd made a second motion. The minutes were approved with no changes.

Dr. Katz shared updates from Academic Deans Council. Ms. Deborah Wilkins and Ms. Andrea Anderson attended and discussed the climate universities are in regarding treatment of colleagues and treatment of students. They offered to attend a GFAC meeting and review Title IX. Department chairs are to report any situation brought to their attention. It was suggested to avoid putting yourself in a situation that might be seen as problematic. Situations such as meeting with a student behind closed doors is discouraged. Also, be aware of social media (photos, for example) and the appearance it gives to others.

Freshman cohorts were discussed. We are moving forward with a living/ learning community program. Dr. Ron Rhoades and Dr. Pat Jordan are working together in developing this initiative. It is hopeful that two courses will be ready for enrollment in Fall 2018.

Dr. Katz shared several GFCB updates. The college's freshman numbers and ACT scores are increasing. Dr. Katz relayed that 318 of our students held an internship, and 43% graduating students had internship experience.

Dr. Katz asked the leadership team to think about what issues would be beneficial to bring to the attention of the peer review team during their closeout visit.

Dr. Katz will attend the graduation committee meeting this afternoon. As he learns more about what will occur, he will pass word along. It is being proposed to have a university-wide ceremony on Friday evening at L.T. Smith Stadium, followed by a college-wide graduation on Saturday, held at E.A. Diddle Arena. A graduation committee will be assembled and be charged with the details of the GFCB graduation.

The website is in the process of being updated. Ms. Stacey Gish will be reaching out to each chair to bring content up to date. The leadership team is asked to review their department's website to

ensure all links are working properly. If anything needs to be changed or fixed, please inform Ms. Gish or Mr. Jesse Willcut.

Dr. Trawick discussed the tri-term courses, which begins in Fall 2018, and how they will be managed by faculty. Conversation occurred regarding the pros and cons of utilizing tri-term courses.

Dr. Katz mentioned the spring faculty and staff retreat, which will be held next Thursday, January 18th. A draft copy of the agenda was distributed. Discussion occurred of what information will be presented during the retreat.

The Guidelines for Summer Fellowship Grants for Center Directors was distributed and reviewed. Dr. Hatfield made a motion to approve the guidelines, and Dr. Trawick made a second motion. The guidelines were unanimously approved with no changes.

In terms of updates:

- Dr. Trawick distributed the itinerary for GFCB Day, to be held on February 24, 2018. A total of 899 invitations have been sent to students who have been admitted to our college. A \$250 scholarship will be given away. Also, the first 50 students who respond to our invitation will receive two tickets to the ballgame that evening. If the Leadership Team knows of an outstanding student that would represent their department well on the student panel, please let Dr. Trawick know. Interviews are taking place searching for Judy Scott's advising position. Dr. Trawick also wanted to share that all of the water fountains have been replaced. Part time pay has been adjusted and all are asked to notify their faculty.
- Dr. Chhachhi shared February 23 is the deadline for the Budget Council's report to the Board of Regents. The Finance department's first financial planning conference is going to occur on February 7th.
- Dr. Potter mentioned the Strategic Planning Committee will host another open forum during the first week of February.
- Dr. Little reported he is working on a white paper for the Academic Innovation and Excellence committee. The Accounting Strategic Planning Committee is meeting next week.
- Dr. Carey commented they are inviting three candidates for the Economic faculty position to campus next week. They are continuing to work with students on the fee for service project. Dr. Carey recently spoke to Ms. Karen Pickerill and she shared that Ms. Pickerill would like to work with the Center for Applied Economics, and possibly be an adjunct faculty. Dr. Carey will be having evening classes at the downtown space in Fall 2018.
- Dr. Todd said applications are due January 25th for the marketing faculty position. They hope to begin interviews during the first part of February.

- Dr. Hatfield explained that posters emphasizing their MBA student learning objectives have been placed around Grise Hall. The MBA committee is meeting prior to the peer review team visit. The committee is also working on curricular changes.
- Dr. Blankenship mentioned Dr. Kirk Atkinson and Dr. Leyla Zhuhadar are presenting to the Bowling Green Chamber of Commerce on January 16th.

The meeting ended at 10:45 a.m. The next meeting is scheduled for Thursday, January 25, 2017.