

**Gordon Ford College of Business**

Administrative Council Meeting

Via Zoom

Thursday, March 26, 2020

**9:00 am**

Members present: Drs. Ray Blankenship, Indu Chhachhi, Lukas Forbes, Bob Hatfield, Alex Lebedinsky, Mark Ross, Evelyn Thrasher, and Chris Shook, presiding.

Dr. Chris Shook asked for approval of the minutes from the March 19, 2020 meeting. Dr. Bob Hatfield made a motion to approve the minutes, and Dr. Ray Blankenship seconded. The minutes were approved with no change.

Dr. Shook asked the chairs to share good news going on in the departments.

- Dr. Chhachhi shared that Dr. Ron Rhoades had a hand in writing the bill that is passing in the senate today.
- Dr. Hatfield explained that the Management Department had a meeting yesterday with Dr. Marko Dumancic and the CITL staff that proved to be beneficial. Dr. Dumancic hosted a Q&A session with them and is willing to meet with faculty to solve any issues other departments may be encountering.
- Dr. Lebedinsky mentioned the Economics GAs are volunteering to help in the tutor center.

Dr. Shook provided a few updates from CAD (Council of Academic Deans):

- The new P/D/F Policy came out. It is a per-course decision. There was a brief Q&A regarding the policy. We have a deadline of Friday at noon to notify the Provost's office if we have any courses that should be exempted because of accreditation or licensure concerns.
- There are three ROTC members that were scheduled to be commissioned during our spring commencement. Faculty members of those students have been notified of the situation, understanding that 'Incomplete' grades are unacceptable.
- Student evaluations for the spring are in the works, the questions asked and the usage of the results are being discussed by CAD.

Dr. Thrasher asked for GFAC members to consider the possible implications of spring and summer conference cancellations on pedagogical faculty's status and how we might alternatively qualify them.

Dr. Shook asked the department chairs to share their experiences/challenges met during the first week of online instruction:

- Dr. Hatfield followed up with several faculty members and has received positive responses. He said that some faculty members reported not as much student engagement. Zoom is being utilized throughout the department. He spoke with Dr. Blankenship, who suggested putting a poll on BlackBoard to learn what hardware is being used. It could explain the lack of engagement from the students.
- Dr. Lebedinsky agreed that it is challenging to get the students engaged. He is meeting with his faculty this afternoon to discuss further suggestions.
- Dr. Chhachhi stated that the Finance faculty are doing well. He is working with his faculty and their working students regarding synchronous exam times.

- Dr. Forbes expressed concern that some of the Marketing students have not responded to any forms of contact: email, text, calls. The students are now missing exams, so it is becoming an issue. Otherwise, things are going smoothly. Dr. Thrasher suggested to reach out the students' academic advisors. They may be able to reach out to the students on their behalf or can explain the student's situation.
- Dr. Ross agrees with Dr. Lebedinsky regarding teaching upper level courses and the challenges they face. He states that everything seems to be functioning in the Accounting Department.
- Dr. Blankenship met with his faculty yesterday and they are concerned with proctoring tests. He asked for a status update regarding the University's proctoring processes. A final decision has not been made. He asked about the possibility of purchasing proctoring software.

Dr. Shook received conflicting information regarding the ability to offer face to face courses during the summer. After brief discussion, GFAC agreed that offering online classes throughout summer would be a good strategy.

Dr. Thrasher mentioned the Centers and Programs reports and reminded Department Chairs to submit their feedback to her for Ms. Monica Duvall, Ms. Stacey Gish, and Ms. Adrienne Browning. Dr. Lebedinsky will begin the process for Dr. David Zimmer (Center for Applied Economics) and Dr. Brian Strow (Center for the Study of Capitalism); and Dr. Thrasher will begin the process for Dr. Dennis Wilson (Honors). We will continue working through these in the next few weeks to get the evaluations completed.

Dr. Shook brought up the topic of GFCB awards. A winner was chosen for the Greenwell Staff Award. Dr. Blankenship urged GFAC to consider raising the award amount to be more consistent with faculty awards and they unanimously agreed. The department chairs are to submit one name from their department to Ms. Wendi Kelley via email to be considered for the Eaton Student Leadership Award. One name from each department to be considered for the Jefferson Award should also be submitted. The awards will be voted on at the April 2 GFAC meeting.

A reminder that BEAC has been cancelled for the spring. No Executive Advisory Committees should be meeting during this time.

Dr. Ross asked about the procedure for finals and how administering them online will impact the schedules. It was agreed that the exams should be administered (due) on the day scheduled by the university.

Dr. Thrasher has been talking with Ms. Janie Pruitt as they work through offering tutoring utilizing Zoom. The students have adapted well to using this method of tutoring. There is a possibility of expanding our tutoring services now that we are using Zoom. Ms. Pruitt has held training for the tutors to ensure they are equipped to serve the GFCB students. There are tutors available for the courses needed.

The meeting adjourned at 10:23 am. The next GFAC meeting is scheduled for April 2, 2020 at 9:00 am via Zoom.