

Gordon Ford College of Business

Administrative Council Meeting

Via Zoom

Thursday, March 19, 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 February 27, 2020 meeting. Dr. Alex Lebedinsky made a motion to approve the minutes, and Dr. Bob Hatfield seconded. The minutes were approved with no change.

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

- Faculty and Staff are allowed to take their desktops home if necessary.
- Overall, there has not been good communication to the students notifying them of resources available to them. For example, Spectrum has offered to give 2 months free data and cell phone companies have removed their data cap, so they have unlimited data available.
- There was discussion of an alternative grading rubric for students. Conversations are happening in CAD. The Provost will be issuing guidance soon.
- President Caboni is concerned about office coverage. In case someone calls in, they need to have a response. We will ask Nicola to send out instructions how to remotely forward phone calls to cell phones.

Ms. Monica Duvall sent out an email regarding internships. Dr. Shook said that she is doing a phenomenal job of reaching out to the students/employers during this challenging time. In an effort to provide an appropriate conclusion to the semester for seniors, she suggested a research project. A possible topic is an analysis of this crisis (COVID19 virus outbreak) and how it impacts industry. GFAC members asked if Ms. Duvall could provide a summary of where the interns stand (how many are expected to graduate, how many hours have they worked, etc.) so progress can be assessed. Discussion occurred if the students (freshman – juniors) could be issued an “Incomplete” or “In Progress”.

There was conversation of final exams and how they will be delivered. An email should come out soon with the Provost’s thoughts. DELO testing center is not an option. Evelyn will reach out to Mr. Jesse Willcut and Dr. Marko Dumancic, Director of CITL, to see if they have suggestions. Dr. Lebedinsky demonstrated how to convert a test from a WORD Document to BlackBoard. Dr. Blankenship will send an email with information on a website that may also be helpful.

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

- Dr. Lebedinsky mentioned Drs. Brian and Claudia Strow are back from their Semester at Sea. Dr. Claudia Strow will be assisting those in the Economics Department with online teaching.
- Dr. Hatfield shared that he had a great meeting with his faculty via Zoom. The Management Department’s pedagogical faculty has stepped forward and assisted faculty

members with online course adaption. He is trying to keep a rhythm of communication with the department.

- Dr. Chhachhi told of Dr. Ron Rhoades sending out daily newsletters to the Finance Department regarding the COVID19 virus situation. He offered to add GFAC members to the mailing list. He also mentioned being in constant communication with faculty.
- Dr. Blankenship spoke of Dr. Thad Crews' efforts of putting together a strategy for administering mid-terms and finals. He said Dr. Crews sent out an email to keep anxiety down. Dr. Shook commented that it was a very well written message. His daily 'office hours' for the Information Systems Department are going well.
- Dr. Forbes stated that the Marketing Department is facing a challenge with the sales students' project. Most of them are seniors and will be graduating. The two faculty members are doing their best to meet the challenge.
- Dr. Ross explained the Accounting Department is keeping their principles classes coordinated. Dr. Bibelhauser has done a great job reaching out to part-time students. He praised the faculty for working together and supporting each other.

Dr. Shook reviewed an article he recently sent out, regarding leadership in a crisis. It said to focus on faculty, staff, and students. He asked for input from the Leadership Team of what we could be doing differently to help our situation and support our students' success. Clear communication of availability was offered to be beneficial. GFAC members were asked to investigate tutoring options for their departments. Dr. Shook said that soon we will need to think about how things will look on the other side of this.

Summer school registration has been pushed back a week.

Dr. Thrasher explained the Centers and Programs reports will be reviewed electronically. She will type up her evaluations for PEAK and Internships (Monica Duvall), Communications (Stacey Gish) and Career Coaching (Adrienne Browning) and then send out to GFAC members for additional comment. Moving forward in this process, a couple at a time will be reviewed at each GFAC until they have all been evaluated. The current template will be updated through this procedure, as GFAC members discover what needs to be addressed. Dr. Thrasher will follow up with Ms. Monica Duvall and Ms. Adrienne Browning to see if there is a breakdown of which department uses the services offered.

Dr. Thrasher mentioned Professional Licensure Disclosures to the Leadership Team. She said that we must list on our website information of programs we offer students that can go on and get a professional license (for example, CPA or CFP). The deadline of this federal mandate is July 1, 2020. She asked the chairs that received the spreadsheet to complete the information as quickly as possible.

Dr. Thrasher asked GFAC members their thoughts on Upper Division and GFCB hours limits. The current GFCB standards were reviewed. She shared that Dr. Pat Jordan and the other GFCB

advisors had asked about changing the number of hours because of so many exceptions. It was agreed that the hours should remain as they are but take the exceptions on a case-by-case scenario. Dr. Thrasher will follow up with Dr. Jordan to ask if there are any particular situations that should be addressed.

Our MBA enrollment is looking strong.

The three department chair searches have been through Interview Exchange and should be posted soon.

The meeting adjourned at 10:11am. The next GFAC meeting is scheduled for March 26, 2020 at 9:00 am via Zoom.