

**Minutes of the Gordon Ford Administrative Council
November 15, 2007**

The Gordon Ford Administrative Council met on November 1, 2007 at 9:00 a.m. in Grise Hall 443. Members present were Dr. William Tallon, Chair, Dr. Jeff Butterfield, Dr. Bob Hatfield, Dr. Zubair Mohamed, Dr. John Wassom, Dr. Rick Shannon, Dr. Richard Aldridge, Dr. Bill Davis, Dr. Chris Brown and Dr. Bob Reber.

Dean Bill Tallon called the meeting to order.

Dr. Jeff Butterfield said CIS will be doing interviews in December after their conference.

Dr. Rick Shannon announced the second charter sponsor for the Sales Center is Tom James of Kentucky Farm Bureau.

Dr. Bob Hatfield said the MBA committee confirmed moving forward with the three prong delivery model (full-time, online, and professional) and that they are working on the website.

Dr. Bill Davis announced they have received a couple of applicants for the BB&T endowed professor position.

Dr. Zubair Mohamed said they have a couple of candidates for entrepreneurship whom they will invite for campus interviews.

Dr. John Wassom had no report.

Dr. Chris Brown announced he will be taking a group of students to the Federal Reserve in Nashville on November 30. They are working on lining up donors.

Dr. Rick Aldridge said the Provost has approved an AQ person and a PQ person for next fall. An applicant for the Department Chair who will teach auditing is coming November 30.

Dr. Bob Reber discussed the need for a system to register extended campus students in web based classes before on campus students. Pat Jordan is working on a plan and department chairs should email any suggestions to her.

Dr. Tallon announced that the CPE budget article published in the local newspaper did not mention a new building for GFCB. He has written an email to Dr. Ransdell for clarification and will keep everyone posted.

The minutes from November 1 were approved with two changes: the last paragraph of Dr. Bob Hatfield's report should read, "Faculty will be paid a premium" and Dr. Zubair Mohamed's

name was spelled incorrectly. However, the Council agreed to rename Dr. Mohamed “Zuber” from this point forward.

Dr. Tallon suggested the group discuss developing an overload and travel policy for extended campus teaching next semester.

Dr. Tallon opened discussion on the Assurance of Learning Committee. He said the purpose of the committee is to measure success on student outcomes, not duplicate the efforts of the curriculum committee. The committee will meet every other week.

Dr. Reber said the Curriculum Committee is working on an exit exam of what every student should know that will be given to 175 and 498 classes the last day of school. This helps with one objective but there are seven to meet. He said they are considering sending the Assurance of Learning Committee to AACSB in February. Dr. Reber is working on AOL for undergraduates and Dr. Hatfield is working on AOL for graduates.

Dr. Tallon opened discussion on the Endowed Professor Policy. He explained the changes from the last meeting were printed in red on the draft. After much discussion it was decided that appointment and re-appointment should be broken down into separate bullets. Initial appointment will require a department committee, a review committee, approval from the Department Chair and approval from the Dean. Re-appointment will require a review committee and approval from the department chair and dean.

Dr. Tallon announced that the departmental budget model will be discussed at the next meeting.

Dr. Tallon asked for a student volunteer for the Student Research Council. He will email Michelle Trawick and ask her for suggestions from the honors students.

Dr. Tallon asked for a University Experience Advisory Committee Representative and Allan Hall was selected.

Dr. Tallon announced that annual faculty evaluations are due by February 1, 2008. Dr. Butterfield asked if the Dean would send an email to all faculty explaining the timetable and giving them the links. It was decided that they should be submitted to department chairs before the holidays.

Dr. Tallon said there will be future discussion on the college internship process. He is interested in having a link for employees with a database of resumes.

The group adjourned at 10:55 a.m. and the next meeting will be November 29, 2007.