

Minutes of the Gordon Ford Administrative Council December 13, 2007

The Gordon Ford Administrative Council met on December 13, 2007 at 9:00 a.m. in Grise Hall 443. Members present were Dr. William Tallon, Chair, Dr. Jeff Butterfield, Dr. Bob Hatfield, Dr. John Wassom, Dr. Rick Shannon, Dr. Richard Aldridge, Dr. Bill Davis, Dr. Chris Brown, Dr. Zubair Mohamed and Dr. Bob Reber.

Dean Bill Tallon called the meeting to order.

Ms. Pat Jordan was present to speak about iCAP. She passed out several handouts regarding the new interactive curriculum and academic progress. She explained the Request for Transfer or Transfer Course Substitution for Majors and Minors form. She also explained the iCAP undergraduate exception form for WKU Course Exceptions.

Ms. Jordan asked for suggestions from the chairs about implementing a policy for students to acquire a departmental advisor once they are admitted to the college. Undeclared students will continue to be advised by Ms. Jordan's office. It was decided that Ms. Jordan will send an email to the department office associates when the student is admitted to the college and they have declared a major. The office associate will be responsible for informing the student of their department advisor and copying Ms. Jordan. The office associate will be responsible for generating a change form to change advisors. Ms. Jordan will send correspondence to Ruthene for Accounting, Jennifer for Management, Megan for Marketing, Jennifer for Computer Information Systems, Doreen for Finance and Megan for Economics. Ms. Jordan will type up what was discussed in the meeting and send it to the chairs for approval. She will come to the next GFAC meeting in January to discuss.

Dr. Tallon announced that there will be a Spring college meeting on Wednesday, January 16 at 2 p.m. at the Carroll Knicely Center. It will be followed by a reception at 3:30 p.m. Dr. Tallon asked for topic suggestions and Dr. Rick Shannon recommended discussing the quality of students being admitted.

Dr. Tallon announced that there will be an appreciation breakfast for office staff and BSAs on Friday, January 18 at 9 a.m. in the 4th floor lobby.

Dr. Tallon asked for approval of the minutes. Dr. Bob Hatfield emailed Kristina a sentence to add to the paragraph on Assurance of Learning. Dr. Hatfield made a motion to approve with changes. It was seconded by Dr. Rick Aldridge and the minutes of November 29 were approved.

Dr. Bob Reber gave an update on the Assurance of Learning committee. The exam was given to 38 students in 498 and about 90 students in 175. Dr. Reber will send copies of the exam and

results out to the chairs. Dr. Reber said he noticed some overlap in the questions that might need to be addressed. He asked the chairs to look over the exam and make sure it hits the main areas of their department. He would like 498 to be more standardized with common objectives.

Dr. Tallon passed out the department budget allocation models. He said the purpose of choosing a model is to make sense of the numbers. Dr. Jeff Butterfield expressed concern that none of the models reward for student credit hours and his department has been focusing on SCH. Dr. Chris Brown commented that once the model is picked the weights should not be changed each year. Dr. Tallon said they would use option 3 where all FT, SCH, DEG and MAJ are weighted equally.

Dr. Tallon gave an update on BRAC and mentioned an email he sent out. Dr. Bob Reber and Dr. Bob Hatfield will be going to Frankfort Tuesday for a meeting.

Dr. Bob Reber announced that Ms. Debbie Burch will receive the fax on Tuesday regarding missing grades. She will call department heads if they have any faculty that have not turned in grades on time.

Dr. Tallon said he would like to discuss an intership process in the spring. He is open for suggestions and would like to have a point person in the Dean's office.

Dr. Reber said for faculty evaluations in Digital Measures, go to Run Reports, Faculty Evaluations, General Information, Narratives... Dr. Reber would like to receive feedback.

The group adjourned at 10:40 a.m. and the next meeting will be January 3, 2008.