

**Minutes of the Gordon Ford Administrative Council
April 24, 2008**

The Gordon Ford Administrative Council met on April 24, 2008 at 9:00 a.m. in Grise Hall 443. Dr. Bob Hatfield, Dr. Bill Davis, Dr. Zubair Mohamed, Dr. Rick Shannon, Dr. Rick Aldridge, Dr. Bob Reber, Dr. Bill Tallon, Dr. Jeff Butterfield and Dr. Chris Brown.

Dr. Tallon opened the meeting and introduced Ms. Pat Jordan of Undergraduate Advising.

Ms. Jordan distributed a proposal for a change in advising undergraduate students. She recommended Undergraduate Services continues to advise students past their second year and the departments designate a "career advisor." Dr. Davis suggested sending letters inviting the students to talk to the departments about their careers. Ms. Jordan will write a generic letter (from the Dean's Office) and distribute it to department heads for input and approval. Dr. Reber suggested advising be included in the performance evaluation process. Ms. Jordan asked that each department chair send her a list of "career mentors/advisors" for their department.

Dr. Zubair Mohamed suggested having equal access to the BA 175 students to discuss/promote each major within the college. Dr. Rick Shannon commented that he would prefer a BA 110 class be added back to the requirements.

Dr. Tallon asked for announcements.

Dr. Bob Hatfield announced the MBA full-time program had 9 applications and the professional MBA program has 9 applications. Fees are being approved by the Board of Regents today.

Dr. Chris Brown announced that applications for the KBMI Internships have an extended deadline for Monday, April 28 and asked department chairs to tell their faculty and students.

Dr. Mohamed announced one of the SIFE students won the Governor's Award at the Business Plan Competition. He said SIFE won the regional championship and will compete in the National Competition in Chicago.

Dr. Rick Aldridge announced that the Accounting Department has four applications for the PQ position. One of them is Rich Callahan.

Dr. Reber gave a report on the Council of Deans meeting he attended for Dr. Tallon. He learned that WKU is projecting 200 more students for the fall. WKU is emphasizing an increase in enrollment to increase revenue.

The minutes were approved on a Hatfield/Aldridge motion with one change –applicable should be replaced with eligible.

Dr. Reber said the Assessment of Learning Committee is finishing up with tests. The WKUSAS are done and results should be out soon. Dr. Hatfield said the other half of ETS tests for the MBA will take place next week.

Dr. Mohamed distributed a handout on Extended Campus Scheduling with courses that are needed.

Dr. Tallon asked department chairs to email names of volunteers from their departments to help with Student Appreciation Day on Thursday, May 1.

Dr. Rick Shannon expressed concerns about the new room scheduling software, ASTRA. Dr. Davis said he is also having trouble with it. Dr. Reber agreed to call Jessica Steenbergen to discuss.

The meeting was adjourned at 10:55 a.m.