

Gordon Ford College of Business
Administrative Council Meeting
Minutes
April 25, 2013
9:00 a.m.
Grise Hall 443

Members present included Drs. Chris Brown, Jeff Butterfield, Cathy Carey, Bob Hatfield, Zubair Mohamed, Rick Shannon, Michelle Trawick, Dr. Steve Wells, and Jeff Katz, presiding. Dr. Dana Cosby was a guest.

Dr. Katz opened the meeting and welcomed Dr. Dana Cosby, the Hays Watkins Fellow for Teaching. Dr. Cosby gave an update on the PEAK program. She explained the job shadowing program and shared the new website at www.wku.edu/business/peak/. PEAK also sponsored a Presentation Skills workshop and a Mentorship Program this Spring. Dr. Cosby reviewed the goals from 2012-2013 and the explained the Fall Career Fair being coordinated with Career Services. PEAK is also proposing an advanced professionalism certificate for students with specific criteria to meet and certain classes to meet. She also reviewed other events planned for the upcoming school year.

Dr. Katz distributed information about applying for the Mid-America Business Dean's Association Innovation in Business Education Award. He has encouraged Dr. Cosby to apply for the award and asked department chairs to share the information with their faculty.

Dr. Katz asked for approval of the minutes from April 18, 2012. Dr. Mohamed made a motion and Dr. Hatfield made a second. The GFAC approved the minutes with no changes.

Dr. Katz announced four faculty members are being considered for promotion and/or tenure at the Board of Regents meeting on Friday. He will send approval letters to them shortly thereafter. Dr. Katz gave an update regarding carry forward funds from 2012-2013. If departments plan to purchase capital items more than \$500 the Dean's office should be notified in advance. Dr. Katz thanked Dr. Shannon for his work on the recent Marketing Advisory Council meeting. He also recognized Dr. Mohamed for his work with SIFE. He asked for questions and Discussion was held about internships and the internship credit.

Dr. Katz asked for discussion about the nominees for the 2012-2013 Robert Jefferson award. Each department shared information about their respective student nominee. The GFAC voted and selected the recipient to be honored at the upcoming GFCB Awards Banquet.

Dr. Katz distributed a spreadsheet about faculty market adjustment. He asked department chairs to make recommendations regarding how the funds should be distributed.

Dr. Katz asked for departmental updates. Dr. Butterfield said Information Systems Department is updating its equipment at regional campuses and faculty have agreed to increase class sizes by 50 percent to accommodate the reduced level of part-time teaching funds. Dr. Wells announced the Promote and Encourage Accounting in Kentucky Competition (PEAK) is this week and he

will be attending in Louisville with several students. Dr. Hatfield announced he needs one online MBA elective during the second bi-term this Fall. He also said the MBA is hosting a professional networking event on April 25th. The current PMBA program students will visit Leon, France for a study abroad program next month. He also said they are working with the Curriculum Committee on a curriculum review. Dr. Carey announced the Economics Department hosted their ODE Banquet last week. She also said senior presentations will be in the 4th floor lobby of Grise Hall on Monday, April 29. Dr. Brown announced the Finance Department will be hosting the Finance Advisory Council Meeting next week.

The meeting ended at 11:00 a.m.