

**Gordon Ford College of Business**  
Administrative Council Meeting  
Minutes  
April 18, 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, Stacy Wade (for Dr. Steve Wells) and Jeff Katz, presiding. Dr. Chris Bierwirth, Executive Director of the Kentucky Institute for International Studies was a guest.

Dr. Katz opened the meeting and introduced Dr. Chis Bierwirth. Dr. Bierwirth distributed information regarding the Kentucky Institute for International Studies and explained their mission. Discussion was held about business courses being offered for 2013. Dr. Katz mentioned a good goal for Gordon Ford College of Business would be 10 percent of our students to study abroad each school year.

Following Dr. Bierwirth's departure, Dr. Katz asked for approval of the minutes from April 4, 2013. Dr. Hatfield made a motion and Dr. Trawick made a second. The minutes were approved with one change.

Dr. Katz gave an update from the recent CAD meeting. Dr. Katz shared the Policy on Faculty Workload Calculation for Independent Learning Courses. He said a revised request for proposal for "The Year of Ecuador" is being considered.

Dr. Katz distributed activity reports from the current Hays Watkins fellows. Discussion was held about selecting the next Hays Watkins. Dr. Cosby was selected for Teaching and Dr. Beckworth was selected for Research. The Dean will notify the applicants. The recipients will be recognized at the Awards Banquet.

Dr. Brown distributed a proposal for the Center for Financial Success. Dr. Katz requested that funding not be requested from Academic Affairs and the budget be edited. Discussion was held about GFAC approving the proposal. The proposal with suggested changes (editing of financial information) was approved by the GFAC. Dr. Katz will work with Dr. Brown to submit the proposal to Provost Emslie.

Dr. Trawick asked for comments or feedback regarding the alumni survey. Dr. Trawick will proceed with the survey without changes. She announced the advising office has asked for permission to approve transfer courses from other AACSB institutions. GFAC would prefer to review each of those. Dr. Trawick distributed the Building Emergency Action Plan for Grise Hall. She has asked Ms. Stacey Gish to prepare an 11x14 poster to put in each of the classrooms listing emergency procedure. Dr. Trawick thanked the department chairs for working on SACS credentials and asked for the Appendix A form to be returned to her by early next week.

Dr. Trawick distributed information regarding current commitments for Program Director compensation. GFAC agreed the center director stipends will be reduced by 50 percent

beginning summer 2013 and the departments may make up the difference as they wish. The tiers of responsibility for directors will be reviewed by GFAC this summer. Beginning summer 2014, the remaining positions (college directors) will be reduced by half. Dr. Trawick asked for feedback about compensating a coordinator role responsible for accreditation maintenance. GFAC approved compensating the position at \$3,000. Dr. Trawick will bring a revised spreadsheet of commitments to the next GFAC meeting.

Dr. Katz asked for recommendations for the emcee of the Awards Banquet. GFAC agreed Dr. Trawick is an excellent choice. Ms. Harvey distributed copies of the program for approval. The outstanding senior will be determined at the next meeting on April 25, 2013.

Dr. Shannon announced that Greg McAmis successfully defended his dissertation. The Marketing department has their first advisory board meeting April 22nd. Dr. Mohamad announced that the Center for Entrepreneurship took three students to the IDEA STATE business plan competition and won first place. Dr. Hatfield announced there is an MBA networking event at 6:30 on Thursday, April 25. Dr. Carey said the Economics Department seniors will have poster presentations in the lobby on April 29.

Dr. Katz reviewed the upcoming events of note from the agenda:

- April 19, ODE Banquet, Holiday Inn
- April 26, Gordon Ford Awards Banquet at the Carroll Knicely Conference Center at 6:00 p.m.
- May 1, Beta Alpha Psi Banquet, Carroll Knicely Conference Center
- May 16, GFAC
- June 27, GFAC
- July 25, GFAC Retreat

The meeting ended at 11:30 a.m.