

Gordon Ford College of Business
Administrative Council Meeting
Minutes
September 26, 2013
9:00 a.m.
Grise Hall 443

Members present included Drs. Jeff Butterfield, Cathy Carey, Bob Hatfield, Zubair Mohamed, Rick Shannon, Michelle Trawick, Steve Wells and Jeff Katz, presiding.

Dr. Katz asked for approval of the minutes from September 12, 2013. Dr. Mohamed made a motion and Dr. Hatfield made a second. The minutes were approved with a few grammatical changes.

Dr. Katz gave an update from the recent CAD meeting. CAD is currently reviewing priority registration applications. He announced the GFCB Honors dinner is scheduled for Thursday, October 10 at 5 p.m. in the KY Room of the Kentucky Museum. Dr. Katz said there has been a change in emeritus faculty compensation. He reminded department chairs to write letters to their faculty members regarding continuance and non-continuance recommendations, according to the *WKU Faculty Handbook*. Dr. Katz announced he and Dr. Trawick will meet with the Ohio Valley Educational Cooperative on November 13 to share GFCB opportunities with them. He will also meet, along with Dr. Pat Jordan, a representative from the Green River Educational Cooperative. Dr. Katz announced that, along with Dr. Mohamed, he will be meeting with representatives from the Beijing Language and Culture University about study abroad opportunities.

Dr. Hatfield gave an update from his recent trip to an AACSB Accreditation conference in St. Louis.

Dr. Trawick distributed information from the *WKU Faculty Handbook* regarding the role of Promotion & Tenure committees within departments. The Dean would like department chairs to send him an email of recommendations for the committees and copy the candidate.

Dr. Katz asked for feedback on the Guidelines for Compensation of Regularly Appointed Center Director and Program Coordinator Positions Held by Faculty with Nine-Month Appointments. Information about supplementing income will be added to the section on GFCB compensation levels. Dr. Katz will bring changes to the next GFAC meeting for approval.

Dr. Katz asked Dr. Butterfield to bring revisions to the transitional retirement policy to the next GFAC meeting for review. Dr. Trawick asked for additional suggestions for the GFCB promotion and tenure policy that she recently emailed. She will email it again and ask for approval at the next GFAC.

Dr. Katz asked for departmental updates. Dr. Butterfield said the Information Systems Department is busy marketing the Business Informatics program. Dr. Wells said the Accounting Department recently held "Meet the Firms" and hosted Mr. Blane Rushak, of KPMG. They have

several firms visiting campus to interview students. Drs. Katz and Shannon announced the Board of Regents will vote on changing the Department of Marketing and Sales to the Department of Marketing. Dr. Mohamed gave an update from the Entrepreneurship Center and the search for a director. Dr. Hatfield announced he is kicking off meetings with the Graduate Council and Research Committee. He may be asking for new representation from the departments.

Dr. Trawick said there is not an update from the curriculum committee meeting because they did not meet. She gave an update on the first floor lobby renovation. Dr. Trawick also announced the college has scheduled a Governor's Scholars Day for Saturday, November 16. Lunch will be served at noon at the Alumni Center and followed by breakout sessions for students and parents. Enrollment Management is splitting expenses with the college for this event. The first 75 students to respond will be accepted.

Dr. Katz reviewed the list of upcoming events. The next GFAC meeting is scheduled for Thursday, October 10.