

**Gordon Ford College of Business**  
Administrative Council Meeting  
Minutes  
July 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, and Jeff Katz, presiding.

Dr. Katz asked for approval of the minutes from June 27, 2013. Dr. Mohamed made a motion and Dr. Hatfield made a second. The GFAC approved the minutes.

Dr. Katz asked GFAC to please respond to Dr. Shane Spiller's recent email about gathering information for accreditation purposes. Dr. Katz gave an update on development activities and spoke about the reception planned for the Louisville area constituents at Mrs. Glenda Ford's home. He announced that around \$60,000 has been raised for the first floor renovations. Dr. Paula Potter will represent the GFCB on the International Activities Council. He distributed information about enrollment for the Fall semester and encouraged departments to work with Ms. Stacey Gish on marketing efforts. Dr. Katz also distributed notes from his powerpoint presentation about the future of business scholarship.

Dr. Trawick attended CAD in place of Dr. Katz last week. She gave an update and announced there are new levels of priority course registration and all groups need to reapply. Dr. Trawick said different levels of instructor ranks are being considered. She also announced each college may decide how promotion and tenure packets can be presented and she plans to hold a workshop this Fall. She said part-time faculty and staff workload is being evaluated for health plan purposes.

Dr. Katz announced the GFAC retreat is scheduled for Thursday, August 1 at the BB&T (Scottsville Road) board room. Mr. Rick Wilson, chair of the Business Executive Advisory Council, will give a welcome at 9 a.m. Dr. Katz asked for topic suggestions for the retreat. He would like to talk about goals for the next 3 – 5 years, the staffing plans for the next 3 years, and student recruitment targets. Dr. Trawick suggested the Promotion and Tenure guidelines be discussed.

Dr. Trawick gave a report on the staffing plan and the policies she has been updating. She asked for feedback on the Faculty Qualifications Guidelines document. Discussion was held about documenting substantial scholarly research with documented impact in the teaching discipline. Dr. Katz suggested that the impact can easily be documented by using the goal and/or readership of the journals being used for publication. Dr. Shannon suggested there should be a way to incorporate this into Digital Measures with a field to document impact. Dr. Trawick then asked for feedback on the Transitional Retirement Policy. Discussion was held about maintaining the faculty qualifications. The guidelines for the GFCB Faculty Qualifications for Administrators were reviewed. Dr. Trawick will update the policies and present them again at the GFAC Retreat on August 1.

Dr. Butterfield announced the Information Systems Department has been working this summer on including a new AOL assessment in CIS 141. Dr. Brown announced the Center for Financial Success and the Dr. Chan's UDP nomination will be formally voted on at the Board of Regents. Dr. Trawick said the stock ticker for the first floor will be installed the week of August 19.

The meeting ended at 11:15. The next meeting is scheduled for August 1 at 8:30 a.m. at the BB&T branch on Scottsville Road.