

Gordon Ford College of Business

Leadership Team Meeting

GH 443

Thursday, July 22, 2021

9:00 am

Members present: Drs. Ray Blankenship, Indu Chhachhi, Lukas Forbes, Alex Lebedinsky, Whitney Peake, Mark Ross, Evelyn Thrasher, and Chris Shook, presiding. Mr. Jordan Ray, guest.

Mr. Jordan Ray, Associate Registrar, discussed Degree Works, a new software for monitoring student's academic progress. He provided a demonstration to the Leadership Team. He explained that current students can remain in the iCAP system until they graduate out, but all new students will utilize Degree Works. A helpful link, which includes FAQs, can be found here: <https://degreeworks.wku.edu/Dashboard/>

Dr. Shook asked for approval of the minutes from the June 24, 2021 meeting. Dr. Ray Blankenship made a motion to approve the minutes, and Dr. Lukas Forbes seconded. The minutes were approved with no change.

Dr. Chhachhi shared that the Finance Department sent students to the Financial Planning Challenge competition and they were selected to advance to the finals. They are only one of eight teams advancing and this is their fourth time in six years they have qualified.

Dr. Shook mentioned that Ms. Liz Fogle has joined GFCB as our Marketing and Communication Specialist. He is excited to have her on board.

The Council of Academic Deans met recently, and Dr. Shook provided a brief update.

- DDD workday will be held on August 4th, from 9:00 am – 2:00 pm. Provost plans to have topics for roundtable discussions.
- An email went out recently regarding the RCAP and FUSE Grants. Dr. Shook will forward to the department chairs.
- An email went out recently regarding course efficiencies and adjustments that need to be made. Department chairs are asked to look closely at their courses scheduled for the fall. Dr. Shook will forward this email as well.
- Another email, concerning fall semester and COVID restrictions, was sent yesterday. There will be no accommodations made for COVID patients this year.
 - The Leadership Team discussed how the college would address student and faculty's concerns of COVID. At this point, students with COVID will be treated like a student suffering from illness – work is to be made up and turned in as possible. Any request for special faculty accommodation should be sent through the EEO office and will need approval before accommodations will be considered.

Dr. Shook shared that Ms. Marrissa Bryant has taken a promotion within ACDC.

Staff performance evaluations are due to the dean by July 30.

A reminder as we begin to look at the start of up the fall semester, we will have a morning college-wide meeting on August 18. Breakfast at 8:30 and the meeting is to begin at 9:00 am, at Knicely Center. The afternoon of the 18th, we will host a GFCB social, which includes families, at Covington Woods Park, from 4:00 pm – 6:00 pm. The dean asked the department chairs to reach out if they wish for him to attend their departmental meetings.

WKU and GFCB enrollment for the fall appear as if it may decrease from last year. Dr. Thrasher will send out a list of students who have not registered by have declared majors to the department chairs, so they can be contacted. The advising office will also reach out to students, asking to schedule an appointment with an advisor. There is a virtual meeting tonight with admitted students and their families. Dr. Shook will also ask Ms. Fogle to explore ways we can reach out to the students on a greater scale. Dr. Thrasher will follow up with Admissions to see if they have suggestions.

There will be a staff development day on August 11. The session will cover a variety of items such as advising related process (like overrides and class size). This session includes all staff within GFCB. Also, Dr. Thrasher is looking at staff job descriptions and assessing responsibilities college wide. The descriptions as they currently are written are too generic. She is looking at general duties and specific duties, such as one person overseeing 'new faculty onboarding'.

Dr. LeAnne Coder is working on our AOL. She will likely reach out to the department chairs for information. Please respond to her requests in a timely manner.

WKU's Majors and Minors fair will be held on September 29, 11:00 am – 2:00 pm in the DSU third floor. Department chairs are asked to have a representative attend. We will reach out to GFCB Ambassadors to attend as well.

The meeting adjourned at 10:40 am. The next meeting will be held on Thursday, August 5, 2021 at 9:00 am, in the Dean's Conference Room, GH 443.