

**Gordon Ford College of Business
Administrative Council Meeting
Minutes
November 3, 2011
Grise Hall 443**

Members present included Chris Brown, Steve Wells, Bob Reber, Jeff Butterfield, Michelle Trawick, Bob Hatfield, and Jeff Katz, presiding. Ms. Stacey Biggs, Chief Marketing Officer for WKU, was a guest.

Dr. Katz welcomed Ms. Stacey Biggs, Chief Marketing Officer for WKU. Ms. Biggs explained the role of the Public Affairs office and available services. Discussion was held about the various needs from each department. Dr. Katz expressed interest in a newsletter or annual report from the GFCB. Ms. Biggs said her office would be able to design the publication but GFCB would have to provide the content.

Dr. Katz began updates and announced he has received the promotion and tenure packets. The department chair recommendations are being reviewed and faculty should be notified of the department chair recommendation to the dean by November 15. Dr. Katz announced that he would like to support the summer research grants. At this time the college should be able to support a few summer research grants for 2012.

Departmental Updates:

Dr. Brown explained the Bloomberg test and asked GFAC to encourage students to take the test on November 4, 2011 at noon.

Dr. Hatfield announced the GMAT review began last week with 12 participants.

Dr. Trawick said they are receiving applicants for the PQ and AQ positions. The department will meet next week to draft a formal promotion and tenure policy.

Dr. Butterfield announced the Information Systems department is meeting with employers in the area to help with job placement for students.

Dr. Reber said he sent out a list of faculty PC replacements. Dr. Wells said his faculty expressed concern about the size of monitors being offered. Dr. Reber will check with Chris Harmon about being able to keep their current monitors. Dr. Reber said he needs to be replaced on the Ogden Trustee Foundation Award Committee.

Dr. Wells announced the Accounting search committee will be meeting next week to review applicants for the AQ position. The Accounting department will host a High School Accounting day on Friday, November 4th and BKD Day on Saturday, November 5th at the WKU football game.

Agenda Topics:

Dr. Katz asked for approval of the minutes. Dr. Hatfield had changes to the MBA notes. Dr. Wells made a motion to approve with changes. Dr. Hatfield made a second and the minutes were approved with changes.

Dr. Katz announced by the end of December he would like to have two department chairs evaluated for their four year review. Dr. Chris Brown and Dr. Jeff Butterfield will be reviewed first. Dr. Katz asked GFAC to review the position description and responsibilities of department chairs and submit changes before November 10, 2011.

Regarding Center/Program Director Evaluations, Dr. Katz will be sending a memo to inform directors of the process to submit an annual overview of their activities and plans for the coming year.

Dr. Katz asked for feedback about the possibility of hiring a college communications coordinator. The GFAC will send deliverables that should appear in the position description to Kristina by next Thursday, November 10, 2011.

Dr. Katz asked Dr. Reber to send a copy of the civility code to Deborah Wilkins and Howard Bailey to facilitate implementation of the code.

Dr. Katz announced Mr. and Mrs. Nixon have agreed to be the next Hays Watkins speakers. Dr. Katz shared his initial thoughts for their visit schedule.

Dr. Katz reviewed upcoming events of note:

- a. BKD Day and High School Accounting Day (November 5th & 12th)
- b. Confucius Institute International Business Dinner- November 10
- c. Department Chair notifies faculty of tenure/promotion recommendation to dean by November 15
- d. Sabbatical applications due to Academic Affairs by November 18
- e. UDP applications sent to departments by November 18
- f. Commencement Breakfast, Saturday, December 17th, 8 a.m., Grise Hall 2nd floor
- g. Holiday Open House – Sunday, December 18th, Katz Home
- h. Department Chair Evaluations due to Academic Affairs by December 16th
- i. Post Tenure and Annual Faculty Evaluations to Dean – February 1, 2012

Dr. Brown opened discussion regarding the math requirement. Dr. Trawick explained what the curriculum committee is doing to explore options for evaluating the type of math training needed for GFCB students.

Discussion was held regarding transitional retirement and AQ/PQ status.

The meeting adjourned at 11:00 a.m. The next meeting is scheduled for Thursday, November 10, 2011.