

**Gordon Ford College of Business  
Administrative Council Meeting  
Minutes  
October 13, 2011; 9:00 a.m.  
Grise Hall 443**

Members present included Bob Hatfield, Zubair Mohamed, Rick Shannon, Michelle Trawick, Steve Wells, Bob Reber, Jeff Butterfield, and Jeff Katz, presiding. Mr. Cody Turner was a guest.

Dr. Katz opened the meeting and welcomed everyone.

Dr. Katz asked for changes to the minutes from September 29. Dr. Trawick made a motion to approve and the GFAC approved the minutes.

Dr. Trawick gave an update from the Midwest AACSB Dean's Conference. Accreditation requirements were discussed.

Dr. Katz gave an update from the CAD meeting on October 12. He gave an overview of the budget proposal from the staffing plan phase II for 2012-2013. He announced that Dr. Mohamed had two PIE grants funded for about \$40,000.

Dr. Katz announced that there have been two nominations for Hays Watkins speakers. Dr. Trawick suggested we try to do both speakers in the Spring of 2012. Dr. Katz asked Dr. Shannon to draft a letter to one that the Department of Marketing will host. He asked Dr. Wells to do the same for other nominee to be hosted by the Accounting Department. Dr. Reber mentioned Jim Perdue as a possible speaker in the future.

Dr. Katz opened discussion with Mr. Cody Turner regarding classroom improvement requests. Mr. Turner explained how classroom improvement requests are submitted. He said he prioritizes the rooms based on their occupancy in Astra. Dr. Wells asked about faculty computer replacements. Mr. Turner said he has not heard anything about it but he will follow up and email the GFAC what he finds out. Dr. Katz asked Mr. Turner and Dr. Butterfield to put together appropriate classroom improvement requests.

Dr. Katz asked Mr. Turner to discuss with the GFAC website revisions and maintenance. Mr. Turner announced he received new photos and he will be updating the web banners this week. Dr. Katz asked which departments and centers need information on their pages. He said he would like each department to have a welcome statement and picture of the chair. The Economics Department site is a good example. They should also contain curriculum sheets and Center information. Dr. Reber suggested each department and chair have a statement of purpose. Discussion was held regarding the main page of the college website. It was decided the main page should be catered to prospective students. In the next two weeks, Dr. Katz asked GFAC to send Mr. Turner text for each department page. The GFAC will look at the website again in two weeks.

Regarding administrator teaching loads in the GFCB, Dr. Katz asked for suggestions about scheduling the classes that are taught by these administrators. The GFAC will revisit this discussion at a future meeting.

Dr. Katz asked how the college has handled summer research grants in the past. Dr. Reber said in the past the college has awarded up to six grants totaling \$30,000 per summer. Dr. Katz would like to have a policy in place by mid-November and send out an announcement to faculty in December. Dr. Katz will mention in his next faculty and staff newsletter, From 445 Grise Hall, the GFAC is working on updating this policy.

Dr. Katz opened discussion about hiring a communications coordinator for GFCB. He asked GFAC who will supervise the position and what the expectations will be. It was decided that Ms. Stacey Biggs will invited to the next GFAC meeting to discuss working with GFCB on marketing initiatives.

Dr. Trawick announced the Economics Department has started receiving applicants for their AQ position. They have not begun advertising for their PQ position.

Dr. Butterfield announced he has sent several computers to surplus.

Dr. Wells said the Accounting department has received a few applicants for the AQ position and they are continuing to recruit. On November 4, high school students and teachers will be here for daylong session about the Accounting AP course.

Dr. Shannon announced the Marketing department has been focused on the chair search and AQ position in sales.

Dr. Hatfield said the MBA is offering a GMAT prep course over five weeks. He is working to raise the fulltime MBA enrollment to 40 or 45.

Dr. Katz reviewed the upcoming events of note:

- a. Hall of Distinguished Alumni - October 21 at 11:30 a.m.
- b. Homecoming Tent – October 22 from 11 a.m. – 3 p.m., South Lawn
- c. Tenure, Promotion and Sabbatical Applications –to Dean's Office by November 1
- d. Confucius Institute Lectures and Dinner- November 10
- e. Department Chair notifies faculty of tenure/promotion recommendation to dean by November 15
- f. Sabbatical applications due to Academic Affairs by November 18
- g. UDP applications sent to departments by November 18
- h. Holiday Open House – Sunday, December 18<sup>th</sup>, Katz Home
- i. Post Tenure and Annual Faculty Evaluations to Dean – February 1, 2012

Discussion was held about having the GFAC meeting weekly. It was decided that will be helpful. Dr. Katz will look at his schedule and decide when the weekly meetings will start.

The meeting adjourned at 11:20 a.m.