

**Gordon Ford College of Business
Administrative Council Meeting
Minutes
December 1, 2011
Grise Hall 443**

Members present included Chris Brown, Jeff Butterfield, Bob Hatfield, Zubair Mohamed, Bob Reber, Rick Shannon, Michelle Trawick, Steve Wells, and Jeff Katz, presiding.

Dr. Katz asked for approval of the minutes. Dr. Hatfield made a motion and Dr. Shannon made a second. The minutes were approved.

Dr. Katz opened with announcements including a grant writing workshop that will take place on February 10 and encouraged faculty to attend. Dr. Katz distributed the policy for who must report child abuse/neglect and discussion was held regarding the information. Dr. Katz asked the chairs to share with their departments. Dr. Katz announced tenure and promotion materials were delivered to the Provost and faculty were notified of the Dean's recommendations. The Hays Watkins Speaker Series has been scheduled for March 29 with Mr. and Mrs. Nixon. Dr. Katz said the GFAC will have lunch with them. The Dean's Student Advisory Council will host a networking event that evening at the Sloan Convention Center. He also announced the Dean's Business Executive Advisory Council will meet on Friday, February 17.

Dr. Katz asked the GFAC for department announcements. Dr. Trawick said Economics has over 200 applicants for the open assistant professor position and 12 for executive in residence position. Dr. Hatfield announced he has one MBA student that will be participating in Study Abroad through the Ed.D. program during the January term. Dr. Mohamed announced he visited with Henderson Community College about transfer students. Dr. Shannon said the Marketing Department will continue to give the senior assessment exam online in Marketing 499. He is working with Jared Holland to reach out to alumni. Regarding the assistant professor in sales position, the department has identified 3 candidates to interview. Dr. Wells said the AQ position search in the Accounting Department is ongoing. The Accounting Department will meet to discuss accepting credits for the proposed AP Accounting course in high school. Dr. Brown announced the Finance Department is offering an Honors Course for Finance 331 taught by Dr. Chhachhi. Finance 331 will be required for financial majors only. He also said the Finance Department will be proposing to the curriculum committee that Finance 161 be a required course. Dr. Reber announced he has quotes for the surveillance camera systems. He will share the information with Dr. Katz and Dr. Trawick.

Dr. Katz distributed information for the faculty award guidelines and deadlines. He asked the GFAC to let Kristina know representatives from each department to serve on the awards committee. The Dean's office will send out a list of nominees to the college to congratulate them and inform nominees of the guidelines.

Dr. Reber opened discussion regarding policy for keeping of personnel records. The departments may keep supervisory files and the Dean's office will keep an information file. However, the Provost's office will maintain the official personnel file for faculty. The university has a policy of items that should be in the official personnel file.

Dr. Trawick distributed information regarding other intellectual contributions for AQ status determination. She presented a list of current accepted contributions and five proposed items. It was decided Dr. Brown will change the AQ guidelines to require four contributions, two of which must be journal articles. Discussion was held about accepting research grant proposals as other intellectual contributions. Dr. Trawick asked the departments to check Digital Measures and make sure AQ status for faculty members is listed correctly.

Dr. Katz announced Dr. Emslie and Dr. Baylis will attend the December 8 GFAC meeting to discuss the faculty workload policy.

Dr. Katz asked the department chairs to anticipate program growth and staffing needs for the next academic year. Discussion was held about the GFAC meetings in January. The college wide meeting will take place on January 18 and GFAC will meet the day before, January 17, at 9 a.m.

Upcoming events of note were reviewed:

- a. Commencement Breakfast, Saturday, December 17th, 8 a.m., Grise Hall 2nd floor
- b. Holiday Open House – Sunday, December 18th, Katz Home
- c. Department Chair 4-Year Reviews due to Academic Affairs by December 16th
- d. College Wide Spring Meeting, Carroll Knicely Conference Center – January 18, 2012
- e. Post Tenure and Annual Faculty Evaluations, Department Chair Summaries, Center and Program Director Summaries to Dean – February 1, 2012
- f. Hays Watkins Speakers, Mr. Ted and Mrs. Mary Nixon – March 29, 2012

The meeting ended at 9:45 a.m. The next meeting is scheduled for Thursday, December 8 at 9 a.m.

