

**Gordon Ford College of Business
Administrative Council Meeting
Minutes
December 8, 2011
Grise Hall 443**

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

Dr. Katz welcomed Drs. Gordon Baylis and Gordon Emslie. Dr. Emslie explained the WKU workload policy and said going forward WKU will record work “efforts” on an EPAF instead of a Form 16. The Form 16 will be used for exceptional efforts: unanticipated, unavoidable circumstances. Dr. Emslie asked GFAC to share the draft with their departments and requested feedback on the workload policy before the January, 12, 2012 work day. Dr. Baylis mentioned the policy also requires disclosure of work outside the University to protect against conflict of interest and conflict of commitment. Discussion was held regarding payment for the Executive MBA program. Winter term and Summer workload was also discussed.

Dr. Shannon made a motion to approve the minutes from December 1, 2011. Dr. Mohamed made a second. Dr. Shannon suggested adding Finance 331 will be required for financial majors only. The minutes were approved with changes.

Dr. Katz congratulated Drs. Brown and Butterfield on for their fourth review and renewal of Department Chair position. He announced the Strategic Planning Council will meet Friday, December 9, 2011. Dr. Katz recently met with his Student Advisory Council and they will be planning a networking event on March 29 for the Hays Watkins Speaker. GFAC will have lunch with Mr. and Mrs. Nixon that day. The Dean’s Student Advisory Council also suggested hosting a Backyard Spring Barbeque for freshman and sophomores but also high school students admitted for Fall 2012. He said Lisa Freeman of Northern Illinois University is looking for peer reviewers for grant proposals. Dr. Katz announced GFAC will not meet December 15. The GFAC will meet next on January 17, 2012. Dr. Katz asked for topic suggestions for the college meeting scheduled for January 18, 2012 at the Knicely Center.

Dr. Hatfield asked for suggestions on lunchtime speakers for MBA alumni luncheons. Dr Katz suggested Ron Bunch of the Chamber of Commerce. Dr. Wells said the Accounting Department has identified 3 potential candidates for the Accounting AQ position and plan to bring them in them in January. Dr. Shannon said the Marketing Department also has 3 candidates for the Marketing AQ position and plan to bring them in during January. Dr. Trawick said the Economics Department has 12 candidates that they will screen and narrow down to 3 candidates to bring to campus after the Spring semester starts. Dr. Reber asked GFAC to remind their departments that grades are due at noon on Tuesday, December 20.

Dr. Mohamed made a presentation regarding community college transfers to the GFCB. He distributed a degree program plan for Business Administration. He is suggesting a degree

program plans be distributed to advisors at community colleges to show the transfer possibilities and make transferring to GFCB as seamless as possible.

- a. Dr. Katz reviewed the upcoming events of note: 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 to Dean – February 1, 2012
- f. Hays Watkins Speakers, Mr. Ted and Mrs. Mary Nixon – March 29, 2012

The meeting ended at 11:00 a.m. The next meeting will be January 17, 2012.