

**Gordon Ford College of Business
Administrative Council Meeting
Minutes
September 29, 2011; 9:00 a.m.
Grise Hall 443**

Members present included Chris Brown, Rick Shannon, Michelle Trawick, Steve Wells, Bob Reber, Jeff Butterfield, Bob Hatfield, and Jeff Katz, presiding. Guests included Mr. Jared Holland.

Dr. Katz opened the meeting and welcomed everyone.

Dr. Katz made announcements. He said faculty will receive notices of students that have not paid on October 4 from the Provost. He said MapWorks is a new software program online for surveys. He gave an update from CAD about graduate assistantships. Regarding the marketing department chair search, an internal search will open for the chair position and an external search for assistant professor. For faculty evaluations, Dr. Katz asked for a self assessment from department chairs including teaching load for the year. He announced the Accreditation committee is underway and will have a meeting with the Chair of the AACSB committee in February.

Dr. Trawick distributed a form for Digital Measures and asked for approval. The form will be posted on the website for faculty to give to Tonya Woosley for input into Digital Measures.

Dr. Katz announced the Business Executive Advisory Council is being formed. The Dean's Student Advisory will have their first meeting sometime in October.

Dr. Katz announced he would like the GFCB Center Directors to give an annual evaluation to the GFAC.

Mr. Jared Holland joined the meeting to give a development update. He asked for nominations for the Business Executive Advisory Council. There are currently 20 members. Mr. Holland announced an endowment for scholarships worth \$725,000 from Jim Thompson will be available soon. He said there are several proposals out and he is making discovery visits as well.

Dr. Katz asked for approval of the minutes. Dr. Brown made a motion. Dr. Trawick made a second. The GFAC approved the minutes from September 15, 2011.

Dr. Katz opened discussion regarding the Hays Watkins faculty fellowships. It was decided there will only be two fellowships at a time and excess funds will be used for student scholarships. Regarding a visiting CEO for the speaker series, Mr. Marc Cenedella from theladders.com has been nominated. Dr. Katz asked for date suggestions.

Dr. Hatfield gave an overview of his visit to India with Dr. Mohamed. They will be creating a report for Dr. Katz with possible opportunities.

Dr. Katz distributed a letter of recommendation he submitted for a room at South Campus to be named after Dr. John Wassom.

Dr. Katz encouraged departments to take advantage of University award opportunities. Discussion was held regarding summer grant opportunities. Summer grants will be discussed at the next GFAC meeting.

1. Dr. Katz announced upcoming events of note: Tenure, Promotion and Sabbatical Applications to Department Chairs – October 1, to Dean's Office by November 1
2. Hall of Distinguished Alumni - October 21 at 11:30 a.m. (please sign-up)

3. Homecoming Tent – October 22 from 11 a.m. – 3 p.m., South Lawn
4. Sabbatical applications due to Dean's office by November 10
5. Confucius Institute Lectures and Dinner- November 10
6. Department Chair notifies faculty of tenure/promotion recommendation to dean by November 15
7. Sabbatical applications due to Academic Affairs by November 18
8. UDP applications sent to departments by November 18
9. Holiday Open House – Sunday, December 18th, Katz Home
10. Post Tenure and Annual Faculty Evaluations to Dean – February 1, 2012

Dr. Katz distributed a job description for a communications coordinator position in the Potter College of Arts & Letters. He asked for feedback about the possibility of a similar position in Gordon Ford College of Business. This will be on the agenda for the next GFAC meeting.

The meeting concluded with an executive meeting at 10:50 a.m.