

Gordon Ford College of Business
Administrative Council Meeting
Minutes
November 10, 2011
Grise Hall 443

Members present included Chris Brown, Bob Reber, Jeff Butterfield, Michelle Trawick, Bob Hatfield, Rick Shannon, and Jeff Katz, presiding. Guests included Dr. Tuesdi Helbig and Mr. Chris James.

Dr. Katz welcomed Dr. Tuesdi Helbig, Director of Institutional Research. Dr. Helbig and Mr. James began by showing the GFAC the Institutional Research website and Institutional Research Decision Support System. She gave an explanation of the FTS Attrition Risk Analysis tool and the Cohort Tracker.

Dr. Katz asked for an approval of the minutes from November 3, 2011. Dr. Butterfield made a motion, Dr. Brown made a second and the GFAC approved the minutes.

Dr. Katz announced he asked all Center Directors and Program Coordinators for evaluation summaries before February 1, 2012. They should submit a 2-3 page summary of past activities and future goals.

Regarding positions, Dr. Katz announced Marketing has an AQ position open and the search is being chaired by Dr. Lukas Forbes. Dr. Patricia Todd is chairing the search for the AQ cluster hire Assistant Professor in Marketing & Entrepreneurship. In Economics, Dr. Brian Goff is chairing the searches for the AQ and PQ positions. The Accounting department will be searching for a PQ position later this year. Dr. Butterfield is chairing the search for the Associate Dean of Graduate Studies and Research. He asked for nominees from each department to serve on the committee. Dr. Reber is chairing the internal search for the Marketing Chair department.

Dr. Katz gave an AACSB update. He said a report of critical issues will be due March 15. The pre-visit of the accreditation team chair will take place the week of April 1, 2012. Dr. Katz has a colleague from Kansas State that has agreed to come in June and review the draft accreditation report. Dr. Trawick will be reviewing and revising the three documents: AQ and PQ guidelines, Faculty Activities and Appraisal Report guidelines, and Promotion and Tenure guidelines, so they are aligned with the same criteria. Before next Wednesday, Dr. Katz asked the GFAC to send Dr. Trawick a list of possible other additional intellectual contributions that would be considered in the AQ policy of the college if we decide to further define the category.

Dr. Shannon announced there are 15 applicants for the sales position. He was in Memphis last week and had interviews with potential faculty.

Dr. Butterfield announced because all 400 level classes were filled early in priority registration he increased their capacity. Discussion was held about opening more sections and possible overload pay. Dr. Katz asked Dr. Butterfield for a proposal of his needs.

General discussion was held regarding student enrollment and class capacity levels.

Dr. Brown announced the Finance Advisory Council will meet on December 2nd.

Dr. Hatfield said the MBA met with the faculty teaching the sustainability courses in the program and received good feedback in closing the loop. They are looking at admission regulation recommendations.

Dr. Trawick gave an update from the accounting meeting with high school teachers. The teachers expressed interest in participating in the pilot AP credit for accounting. Dr. Trawick said Dr. Wells is interested in having the credit registered at WKU.

Dr. Trawick announced there is an initiative statewide coming from CPE to standardize CLEP testing. Dr. Trawick has written CPE to verify the accepted score.

Dr. Reber discussed the civility code. Dr. Katz asked for GFAC's recommendation to include it in our student handbook. It was decided it will be titled GFCB Statement on Academic Citizenship. Dr. Trawick asked to see the final document in GFAC next week to move for final approval.

Dr. Katz reviewed upcoming events of note:

- a. Confucius Institute International Business Dinner- November 10
- b. Department Chair notifies faculty of tenure/promotion recommendation to dean by November 15
- c. Sabbatical applications due to Academic Affairs by November 18
- d. UDP applications sent to departments by November 18
- e. Tenure and Promotion Recommendations to Provost by December 1st
- 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 4-Year Reviews due to Academic Affairs by December 16th
- i. Post Tenure and Annual Faculty Evaluations to Dean – February 1, 2012

The meeting adjourned at 11 a.m. The next meeting will be held November 17, 2011.