

GORDON FORD ADVISORY COUNCIL MINUTES

March 3, 2011

Members present: Chris Brown, John Wassom, Rick Shannon, Michelle Trawick, Jeff Butterfield, Zubair Mohamed, Steve Wells and Robert Reber, presiding, and guest John Gottfried.

1. John Gottfried, the Business Librarian, introduced himself. He distributed a document on the new library research guides from LibGuides and LexisNexis. He asked for any suggestions on how he can help the department chairs. Dr. Shannon asked for more journals instead of book money. Dr. Reber said the college is interested in more electronic journals. Dr. Trawick mentioned that there are some key journals that the college does not have access to that we would like to have. Mr. Gottfried asked them to email him the names of the journals. Dr. Mohamed asked for a list of what is available in journals online and in print that we are currently subscribed.
2. Approval of minutes of February 17, 2011
 - a. Dr. Brown made a motion and Dr. Wells made a second. GFAC approved the minutes.
3. CAD Announcements
 - a. Course Syllabi Policy – will require faculty to have syllabi posted on TopNet by the first week of classes.
 - b. Textbook Adoption Policy – a new policy is under discussion and department heads may be responsible for checking on faculty's textbook selection.
 - c. University Awards Committee – Dr. Miller is trying to streamline the policy and revise the committee structure.
4. College Awards
 - a. Dr. Reber asked for nominations for the Gordon and Glenda Ford Award.
 - b. Ms. Harvey asked for nominations for college awards by March 15. Award decisions will be made at the next meeting on March 17. Guidelines were reaffirmed.
 - c. Discussion was held about honoring students with a 3.75 or higher at a luncheon on campus.
5. Career Day, April 20
 - a. Dr. Reber announced that the student advisory council would like faculty to eat lunch with them instead of serving them hot dogs. Kristina is working with catering to provide boxed lunches.
 - b. Dr. Shannon suggested that the student advisory council go around to faculty and ask to make announcements in their classroom.
6. Performance Evaluations
 - a. Dr. Reber said he is still missing some faculty evaluations. All staff evaluations have been submitted.
 - b. Discussion was held about department chair evaluations.
 - c. Discussion was held about reviewing the guidelines for faculty appraisal. Dr. Trawick agreed to head this effort. The guidelines and form need to be more user-friendly. Each department will need a representative.
7. Walk ons
 - a. Dr. Brown announced Finance has the first draft of Center for Financial Planning that needs to be presented to the board of regents. It will be reviewed first at the next chair's meeting on March 17.
 - b. Dr. Wells announced that Accounting will present a 3+2 program to the graduate and undergraduate committees.
 - c. Dr. Mohamed announced that the BIE grant has been submitted.
 - d. Dr. Mohamed said that FBLA is having trouble finding faculty to judge the events in March and asked chairs to encourage faculty to participate.

The meeting adjourned at 10:45 a.m.