

Gordon Ford College of Business
Administrative Council Meeting
Minutes
January 16, 2014
9:00 a.m.
Grise Hall 443

Members present included Drs. Chris Brown, Jeff Butterfield, Cathy Carey, Bob Hatfield, Zubair Mohamed, Rick Shannon, Michelle Trawick, Steve Wells and Jeff Katz, presiding. Ms. Amy Miller was a guest.

Dr. Katz welcomed Ms. Amy Miller and asked her to provide a development update. Ms. Miller shared information about donations raised from the last two fiscal years. Discussion was held about Ms. Miller sharing alumni information by department with GFAC to identify possible donors.

Dr. Katz asked for approval of the minutes from December 5, 2013. Dr. Mohamed made a motion and Dr. Trawick made a second to approve. The minutes were approved by the GFAC.

Dr. Katz gave an update from CAD and Academic Affairs. He mentioned the focus on enrollments and the need to discuss admission courses. Dr. Katz reminded GFAC of the deadlines for program reviews. Dr. Katz said an important area for 2014 will be on recruiting well-prepared students and expanding contact with minority student recruiting and retention.

Dr. Katz asked for departmental updates. Dr. Trawick reminded GFAC that faculty need to have syllabus posted and asked them to check their faculty roster and make sure proper credentials are listed. Dr. Trawick also reminded GFAC that faculty evaluations are due soon. She has notified award nominees of the deadline for application for faculty awards. Dr. Carey said she is working with Ms. Stacey Gish on updating the materials for the Economics Department. Dr. Hatfield said they are also working on updating marketing materials and plans to meet with their marketing committee next week. He gave an update from his recent meetings in France. Dr. Brown announced the Finance Department is working on the dual-credit course for Finance 161. Dr. Mohamed gave an update from the search for the position in entrepreneurship. Dr. Shannon said he is also working on updating marketing brochures. He announced State Farm is a new partner with the Center for Professional Selling. Dr. Wells announced Mr. Chad Davis will be the speaker at the Beta Alpha Psi Banquet on May 8, 2014. He also gave an update from the Accounting AQ position search committee. Dr. Butterfield announced they will be rolling out the Business Informatics program and he shared the new marketing brochures. The program will also be offered at regional campuses.

Dr. Katz asked for feedback on the draft agenda that was distributed for the college wide meeting scheduled for Thursday, January 23rd. The agenda was approved without any changes.

The meeting ended at 11:00 a.m.