

Gordon Ford College of Business
Administrative Council Meeting
Minutes
January 30, 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. Adrienne Browning was a guest.

Dr. Katz welcomed Ms. Adrienne Browning for an update from Career Services. She announced that she will be sending the list of employers scheduled for the career fair to Dr. Trawick early next week. Ms. Browning is setting up a table in Grise Hall to meet with students on Mondays and Fridays. She also offered to attend classes and share information.

Dr. Katz asked for approval of the minutes from January 16, 2014. Dr. Hatfield made a motion and Dr. Brown made a second. The minutes were unanimously approved without corrections.

Dr. Katz distributed a draft proposal for the Master of Philosophy (M.Phil.) degree at WKU and asked for feedback from GFAC. Dr. Katz gave an update from the recent CAD meeting. He announced that any student complaints need to be documented. Dr. Katz distributed the guidelines for full-time staff teaching assignments. He explained the changes to the hours required to graduate with Latin honors. It is now 45 hours instead of 54 hours. Dr. Katz reminded GFAC of the deadlines for faculty and staff evaluations. The Center for Faculty Development is looking for a representative from GFCB and Dr. Mohamed mentioned a faculty member that he will ask.

Dr. Trawick said she is working on making changes to the faculty qualifications guidelines that was presented at the college wide meeting. She asked GFAC for their opinion on using professional certifications as other intellectual contributions. She will distribute an updated draft soon. Dr. Trawick distributed a list of EPQ and 18 hour forms by department that need to be updated. Dr. Trawick explained plans for university carry forward and professional development deposits.

Dr. Katz reviewed upcoming events and deadlines. Dr. Mohamed announced the fourth and final candidate for the entrepreneurship position is currently on campus. They hope to make an offer and close the search by the end of February. He announced GFCB students will be participating in the Alltech competition. Dr. Brown suggested the faculty evaluation form needs improvement and Dr. Katz said Dr. Trawick will be working to update it this year. Dr. Hatfield announced he is working with several area chambers of commerce and said to let him know if there are any graduate certificates that departments are interested in trying to offer. Dr. Wells announced he is heading to an AACSB Accounting Accreditation meeting on February 7th. He also said the search committee met last week and two candidates for the accounting position are being invited to campus. Dr. Wells also announced the Accounting Department has adopted a “no cell phone” policy on exam days. Dr. Katz encouraged GFAC to participate and make sure there is adequate

representation at the WKU FOCUS days. Dr. Hatfield announced the GFCB Graduate Workshop is scheduled for Thursday, February 6 at 4 p.m.

The meeting ended at 10:30 a.m.