

**Gordon Ford College of Business**  
Administrative Council Meeting  
Minutes  
May 8, 2014  
9:00 a.m.  
Grise Hall 443

Members present included Drs. Chris Brown, Cathy Carey, Bob Hatfield, Zubair Mohamed, Rick Shannon, Michelle Trawick, Steve Wells and Jeff Katz, presiding. Dr. Jeff Butterfield was absent and Dr. Thad Crews was present in his place. Dr. Pat Jordan and Ms. Amy Miller were guests for part of the meeting.

Dr. Katz welcomed everyone and asked Ms. Miller to give a development update. She shared travel plans for the summer and thanked GFAC for their help over the semester. She also announced that she, along with Dr. Katz, recently met with the WKU Foundation and shared what is going on in the GFCB.

Dr. Katz welcomed Dr. Jordan and asked her share information about recent academic advising issues. She said the 60-hour rule is becoming a problem and she would like GFAC to consider reducing the number of hours. The GFCB currently has a rule that students must complete 60 hours before taking junior level or higher classes. GFAC decided to give the advisors the authority to decide who is qualified to take upper division classes with the intent to remain within a consistent classroom experience.

Dr. Trawick made a motion and Dr. Mohamed made a second to approve the minutes from April 24, 2014. The minutes were unanimously approved.

Dr. Katz gave an update from a recent CAD meeting. Dr. Katz thanked everyone, especially Dr. Trawick, for their work on the APR reports. Dr. Trawick distributed current information from Digital Measures about what is still needed from departments. Dr. Katz also announced faculty qualification rosters should be updated before May 12<sup>th</sup>. There was discussion about a potential addition to the faculty handbook relating to the promotion of instructors to associate instructors. He also announced there will be a new faculty handbook out July 1, 2014. There was also discussion and then consensus that the executives-in-residence should be changed to instructors so they will be eligible to vote for the Faculty Regent. Dr. Katz reviewed the upcoming events and asked who will be attending the meeting with Ambassador Hans Klemm on May 15, 2014.

Dr. Katz asked for suggestions for topics to be discussed at the GFAC Retreat in August. Dr. Shannon suggested the reward plan Dr. Chan is working on with SPC. Dr. Katz suggested reviewing the college's strategic planning process and the SPC. There were suggestions about developing a faculty advisory council, just like there is a student advisory council. This will be discussed more at the retreat. Regarding other topics for the retreat, Dr. Hatfield suggested the new AACSB standards and Dr. Trawick said the budget and staffing plan. Dr. Shannon suggested the faculty evaluation form. Dr. Brown suggested discussing a policy on administrators holding endowed positions, as well as expectations and term limits for department chairs. Dr. Mohamed suggested discussion growth plans for the academic units.

Dr. Katz announced Dr. Trawick will chair a Fiscal Task Group, Drs. Joanna Melancon, Harold Little, and Indudeep Chhachhi have agreed to serve. Kody Johann, an undergraduate student, and Andy Cullen, a graduate student have agreed to serve as student representatives. Dr. Randy Capps will also serve, and Dr. Katz will serve as ex-officio. The group will evaluate 3-5 peer and 3-5 aspirant colleges and make recommendations to the GFAC. Dr. Trawick will send GFAC a list of peer and aspirant colleges and ask for feedback in selecting schools to consider. Non-doctoral granting with dual accreditation schools will be considered first.

Dr. Katz thanked the GFAC extensively for their efforts over the past 3 years. He asked for departmental updates. Dr. Hatfield announced he attended the Bucks for Bright Ideas with Dr. Mohamed. Dr. Brown said he has met with representatives for KPMG scholarships for the summer to be determined. Dr. Mohamed announced he is working with KCTCS on various programs and is considering hiring a staff advisor. Dr. Carey shared changes to the Applied Economics Center. Dr. Shannon said he recently met with Barren County High School about offering a dual credit program. Dr. Wells said he will talk with the AP pilot class from Barren County High School next week. He also announced the Accounting Base Camp has been reinstated and will take place in June. Dr. Wells said the PEAK team came in 2<sup>nd</sup> place. Dr. Trawick announced 16 applications were received for the Diversity scholarship.

The meeting ended at 11 a.m. The next meeting will be the GFAC Retreat on August 6<sup>th</sup> at U.S. Bank Building in Downtown Bowling Green.