

**Gordon Ford College of Business
Administrative Council Meeting**

Minutes
December 10, 2015
9:00 a.m.
Grise Hall 443

Members present: Drs. Ray Blankenship, Chris Brown, Cathy Carey, Bob Hatfield, Paula Potter, Rick Shannon, Michelle Trawick, Steve Wells, and Jeff Katz, presiding.

Dr. Katz asked for approval of the minutes from November 12, 2015. Dr. Shannon made a motion to approve and Dr. Potter made a second motion to approve the minutes. They were approved without changes.

Dr. Katz asked GFAC to give Ms. Nicola Sparks nominations for part-time faculty awards. He also discussed the new Interview Exchange process for part-time faculty applicants. Dr. Katz announced Alltech has an innovation competition coming up. He announced a survey will be offered in WKU classes for a health assessment of students and departments may be contacted to participate. Dr. Katz said there is a new textbook director and she will be presenting a new textbook policy to the Senate. The Provost has allocated money for equipment needs and Dr. Trawick will be gathering prioritized needs from departments to turn in before February. He reviewed upcoming important dates. The College wide meeting is scheduled for January 20, 2016 and the GFCB College Fair will be held on February 17, 2016. He announced John Gottfried will be contacting GFCB about a library study. Dr. Katz said the Student Advisory Council met in early December and a SWOT analysis was conducted. He also gave an update on fundraising for the new GFCB building. He reminded GFAC to email self-evaluations to Ms. Harvey before noon on Tuesday, December 15, 2016. The next GFAC will be Thursday, January 7, 2016. Center/Program director reports are due February 1, 2016.

Dr. Trawick announced at the last SPC the faculty mentoring program was discussed. GFAC has been asked to evaluate the program and look for any changes or updates. Dr. Trawick is going to find out what is being done at the University level to mentor new faculty. GFAC as a whole expressed the current mentor program being implemented by GFCB is effective.

Dr. Katz asked for feedback about the undergraduate course fees for FY 2017. Dr. Trawick asked GFAC to track appropriate course fee expenses and submit them to her. Departments will be reimbursed once expenses are submitted. She plans to have a formal form in the Spring to be used for reimbursements from the course fee budget.

Dr. Katz and Dr. Wells asked GFAC to review the three proposed drafts for policy statement on impact. Dr. Katz would like to see a task force formed to develop the framework for the Impact Policy. In January, GFAC will come to a conclusion on which one will be presented to faculty at the college meeting.

Dr. Hatfield distributed information about the GFCB Summer Research Grant Program. He explained the proposals and changes being recommended. GFAC recommended eligibility be

reconsidered to include all full-time faculty and not be exclusive. Dr. Hatfield will share this recommendation with the committee. After sharing changes with the committee, Dr. Hatfield will provide a clean copy to GFAC for approval at the January 7th meeting. Dr. Katz asked GFAC to consider the approval process and be ready to discuss at the next meeting.

The meeting ended at 11:10 a.m. The next meeting is Thursday, January 7, 2016.