

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

Minutes
May 17, 2018
9:00 a.m.
Grise Hall 443

Members present: Drs. Ray Blankenship, Cathy Carey, Indudeep Chhachhi, Bob Hatfield, Alex Lebedinsky, Paula Potter, Michelle Trawick, and Jeff Katz, presiding.

Dr. Katz asked for approval of the minutes from the May 3, 2018 meeting. Dr. Hatfield made a motion to approve and Dr. Blankenship made a second motion. The minutes were approved with minor changes.

Dr. Katz shared Council of Academic Deans updates:

- The textbook representatives attended CAD and was encouraging faculty to adopt textbooks for the fall semester.
- Dr. Lee indicated the college is to accumulate instructional needs for next semester. GFAC members were asked to submit each departmental need to Dr. Carey and Dr. Trawick in the next few days. They will combined the requests and forward to Dr. Lee.
- All revenue-dependent funds are now being held by Academic Affairs, which includes carry-forward.
- There is a concern with the number of required core classes being offered online. Information will be sent asking that the online method of delivery for core courses not used unless necessary.
- Our recent commencement was discussed and conversation was positive. Tiffany Robinson, Registrar, shared notes for future commencements. There will not be a university-wide commencement in December. It is likely that each college will be responsible for their own ceremony.
- The topic of central advising was reviewed and a hybrid model will be utilized. Academic Advising and Retention Center (AARC) will hire two additional advisors that represent Gordon Ford College of Business (GFCB) in their DSU office. These advisors will work with freshman, sophomore, and undecided students. They will help with Change of Major Forms, recruiting events, etc. Judy Scott will also attend recruiting event of behalf of our college for the next year. The new advisors will report to our office, and it was suggested that the six advisors representing GFCB meet on a regular basis.
- Dr. Carey, Dr. Trawick, and Ms. Jenna Aikins met with the Huron Consulting Group on Tuesday, May 15. A university-wide retreat will be held in mid-June in which the new budget model will be presented. The Huron Consulting Group discussed how the governance process will occur with each college. Our college is scheduled to receive an allocation and we will continue to monitor the situation.
- In regards to staffing, GFCB will offer an executive in residence position in Marketing. Recruitment of these positions as well as the transitional retirement process was discussed.

Dr. Carey mentioned being contacted by ACS Pridemasters about presenting Myers Briggs to students. They are asking to meet with faculty the summer. Dr. Potter will follow up with her faculty to see if there is any interest.

Dr. Carey explained that she and Dr. Claudia Strow are rotating off the Academic Program Review Committee. Dr. Chhachhi shared the new vision of the committee and explained its importance. GFAC members discussed appropriate committee members and it was suggested that Dr. Trawick serve as well as Dr. LeAnne Coder. Dr. Carey will follow up with Dr. Coder.

Dr. Carey shared she has also been contacted about bringing Kentucky FBLA (Future Business Leaders of America) Region 2 Conference to WKU's campus this spring. A meeting is being scheduled to make plans to move forward. FBLA will pay for the conference. It was suggested that GFCB provide recruiting materials to the attendees.

In terms of updates:

- Dr. Trawick awarded study abroad scholarships, from the funds donated by Mr. Bob and Julia Moore. Dr. Katz thanked Dr. Trawick for all of efforts following up on issuing the scholarships. Fifteen students were awarded scholarships for summer. There are students traveling in the fall who will also receive assistance. Dr. Trawick thanked Ms. Janie Pruitt for her role in the process of awarding the scholarships.

The Diversity Scholarship was awarded. Additional scholarships will be awarded sometime next week.

Dr. Trawick thanked the Leadership Team and faculty for grades being turned in on time.

A request for marketing and management positions will be sent to the Provost's office before moving forward in Interview Exchange.

Four additional Automated External Defibrillator (AED) will be installed in Grise Hall this summer so that each floor will be equipped with one.

We are moving forward with renovations on the second floor. This includes adding a counter with charging station and an outlet on the tile wall.

The air conditioning will be off in classrooms, The Center for Leadership Excellence, Center for Entrepreneurship and Innovation, and the MBA office beginning June 1.

- Dr. Potter commended Dr. Trawick and the others who worked on the graduation, saying it was a nice ceremony. The successes of the evening were shared.

The university's Strategic Planning Council is expected to conclude in June.

- Dr. Carey communicated successful Economic alumni updates.

- Dr. Hatfield explained he is working on the curriculum. The Graduate Certificate in Business Sustainability will be moved from online classes to being offered via On-Demand classes. This will offer online MBA students more electives from which to select and the On-Demand classes are cost efficient.

The Research Incentive Program (RIP) report will be run at the end of the fiscal year. This program rewards faculty who have their research published in peer-reviewed journals.

- Dr. Blankenship commented that Information Systems is replacing the computers in the labs. He will be able to allow Jesse Willcut, GFCB's IT consultant, to utilize ten machines for the college.

Finally, Dr. Katz thanked GFAC member for seven great years serving as their dean. He shared his appreciation of support that has been shown him and his excitement for where the college is headed.

The meeting ended at 10: 25 a.m. The next meeting is scheduled for Thursday, May 31, 2018.