

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

Minutes

September 6, 2018

9:00 a.m.

Grise Hall 443

Members present: Drs. Ray Blankenship, Alex Lebedinsky, Harold Little, Paula Potter, Patricia Todd, Michelle Trawick, and Cathy Carey, presiding. Dr. Indudeep Chhachhi, absent. Provost Terry Ballman, Dr. Doug McElroy, and Dr. Merrill Price guests.

Dr. Carey asked for approval of the minutes from the August 23, 2018 meeting. Dr. Trawick made a motion to approve the minutes and Dr. Blankenship made a second motion. The minutes were approved with minor changes.

Provost Ballman congratulated the leadership team on their recent AACSB review. Provost Ballman, Dr. McElroy, Dr. Price shared information regarding Comprehensive Academic Program Evaluation (CAPE). Provost Ballman expressed concerns regarding persistence rates and enrollments. The university is looking toward efficiencies, moving forward. Provost Ballman thought, strategically, the first step would be to reach out to department chairs for their input regarding their programs. She requests a college-level review performed by each chair. Following the review, a one-page summary is to be submitted to the Dean, who will then submit to the Provost. A Q&A session with Drs. Ballman, McElroy, and Price occurred and included thoughts on how to move forward successfully. GFCB resource needs were shared with the Provost. The deadline for departments to submit their summaries to the dean is January 15, and the college to submit to the Provost is February 15. Implementation is to occur April 15.

Provost Ballman also brought up Connection and Colonnade courses and shared her trepidation for students being enrolled in these courses. She predicts a 'bottle-neck' effect will materialize. GFAC members shared their thoughts on how to address this and Provost Ballman encouraged additional feedback.

The Deans, Department Heads, and Directors workday was mentioned. They are currently working on Professional Development workshops for department chairs.

Provost Ballman offered to come to departmental meetings. She is hoping to build a reputation of being approachable and open to communications. Her office is also planning a 'Pastries with the Provost' gathering. It will be open to all faculty to come by for a 'meet and greet' opportunity. She thanked GFAC for allowing Dr. Price, Dr. McElroy and herself to attend the meeting.

Dr. Carey shared Council of Academic Deans (CAD) updates:

- Jerry Daday was a guest at CAD. He reported on the Association of College and University Educators (ACUE) conference. He presented that a 25-module online course is available that could aid in recruitment and retention efforts. There would be a long-term assessment conducted by the company. High enrollment colonnade course faculty members are the preferred participants – such as Economic courses. It would require one to three hours per

week. Conversation took place about the benefits and concerns of participating in the program.

- A guide for Fall commencement is coming in the near future. It is currently receiving the final edits. The commencement ceremony should be similar throughout the colleges. GFCB has the 8:00 am time.
- The graduation fair will be held on October 29 and 30. Public Affairs will create the marketing flyers if we would like their assistance.
- Dr. Carey said that faculty workload was discussed during CAD. 'Faculty load' is defined predominately as 'teaching' load. If they perform other duties, Center Director for example, how then should they be compensated? The policy states that the Department Chair can set the workload. The Provost shared her preference that the Dean should be consulted, and she would like this added to the policy. A committee was formed to study this policy.

Dr. Carey requests each department contribute their 3-5 top development suggestions. Items such as endowed professorships, labs, etc. are the goal. Each chair is asked to submit a one-page proposal for consideration, including a budget. A meeting with Dr. Cheryl Davis, who will be working in conjunction with Mr. Ron Wilson, to determine the best outlet to be utilized. GFAC members were asked to encourage their faculty to attend the session.

Dr. Carey explained her preference for the promotion, tenure and full professor procedures. Dr. Carey would like the 3" -4" binder to include traditional supporting documentation, and also includes cover letter, executive summary, vita and additional materials of significance. A scanned copy of the entire binder is provided to the Provost. Also, submit to the Provost, in a 1" binder, a copy of the cover letter, executive summary, vita, and additional materials of significance. Dr. Carey suggests putting everything on a flash drive to go along with the binder submitted to the Provost's office.

There was a brief discussion on merit pay. It was shared that the dean's office will keep .05% in order to correct inequities college-wide. If there are no inequities, the funds will be returned to the departments. The 3.95% will be at the discretion of the department chairs to distribute. The self-evaluation forms submitted by faculty are to be utilized in determining the adjustments. The past three years will be used in determining meritorious efforts. October 2nd the deans' offices will receive salary guidelines and worksheets, which are to be forwarded on October 3rd. Department chairs are to provide recommendations on October 9th (alternate date is October 15th – it is unclear which deadline will be recognized. The deans will submit their recommendations to the provost between October 17th-22nd. The deans will meet to discuss their recommendations with the provost on either October 23rd or 24th. Staff will perform a similar self-evaluation using the same timeframe. Staff will submit their information to the department chairs, who will then forward to Dr. Trawick. Dr. Carey will follow up with Dr. Chhachhi so he is aware of today's conversation.

Dr. Potter asked about the Head for the Hill events. Discussion occurred of what to expect for the day. It was also mentioned how recruiting efforts have changed and there will not be as many off-campus events as has been held in the past.

Dr. Carey expressed she will follow up with Provost Ballman regarding the connection courses during her next monthly meeting.

The meeting ended at 11: 27 a.m. The next meeting will be Thursday, September 20, 2018, at 9:00 am.