

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

Minutes
May 31, 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. Carey asked for approval of the minutes from the May 17, 2018 meeting. Dr. Trawick made a motion to approve and Dr. Potter made a second motion. The minutes were approved.

Dr. Little asked about how likely will it be to have a college commencement ceremony in December. Dr. Carey said this was still being discussed at the university level.

Dr. Carey said the Council of Academic Deans meeting was cancelled and there were no updates from this meeting.

In terms of college updates:

- Dr. Carey and Dr. Garmon met with Andre Dowell and Michael McDonald to discuss FBLA having their annual meeting on campus. This will take place on March 15, 2019. There is a need for the college to provide judges. Dr. Carey said this would be a great recruiting opportunity for the college and possibly canceling classes that day.
- Dr. Carey also said DECA (Distributive Education Clubs of America) may be coming to campus since it has in the past and the college may consider becoming involved.
- Dr. Lebedinsky is looking at changing the CIP code for the Masters in Economics program so it will be classified as a STEM program. This would allow international students to stay in the country for three years instead of one.
- Dr. Todd said the marketing department has hired Kendra Sewell as the new Executive in Residence for the department. She will be teaching primarily in the personal selling area.
- Dr. Little had a phone conversation with Dean Evans (CEBS) and Dr. Butterfield to discuss the duplication of the accounting course being taught in CEBS.
- Dr. Little and three other students will be attending the Beta Alpha Psi meeting where Dr. Katz will receive the Outstanding Dean of the Year Award.
- Dr. Little is also working on the Accounting Program Questionnaire (ACP) for AACSB.
- Dr. Potter inquired about when scholarship awards are due. Dr. Trawick said they could be done at any time. Those departments having scholarships to award should get training for TopDollar and then they can select students from the systems who meet the criteria for the awards.
- Dr. Trawick said the university is no longer buying new computers for faculty. The college will now be responsible for this. Fourteen faculty computers are eligible for replacement and this will cost the college seventeen thousand dollars if every faculty member wanted a replacement. Upgrades would either be paid for by the departments or with PD funds.

- Dr. Trawick said the college will have four advisors for junior and senior advising. One advisor could be used for JUMP advising. One of the advisors would meet with graduate directors this summer.
 - Paralegal Studies will be going to Potter College.
 - There was a lengthy discussion about graduate director stipends. Dr. Trawick will amend the current proposal and send it back to the committee for discussion and possibly an adoption vote.
 - There was discussion to continue having a Hayes Watkins fellowship for teaching and one for research. Dr. Trawick and a subcommittee will update the requirements for the Hayes Watkins fellowship.

- Dr. Carey suggested the following topics/actions for the GFAC summer retreat meeting.
 - Reassess the Faculty Appraisal Guidelines
 - Annual Reports need to honestly reflect how “on track” candidates are for promotion and tenure
 - Draft budgets are due to Dr. Trawick before the retreat
 - Faculty staffing plans
 - Tracking plan for graduates
 - Restructure the graduate committee and MBA program
 - Hayes Watkins Fellowship

The meeting ended at 11:10 a.m. The next meeting is scheduled for Thursday, June 28, 2018.

Respectively submitted by Ray Blankenship