

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

Minutes
February 8, 2018
9:00 a.m.
Grise Hall 443

Members present: Drs. Ray Blankenship, Indudeep Chhachhi, Bob Hatfield, Harold Little, Paula Potter, Patricia Todd, Michelle Trawick, and Jeff Katz, presiding.

Dr. Katz asked for approval of the minutes from the January 25, 2018 meeting. Dr. Hatfield made a motion to approve and Dr. Todd made a second motion. The minutes were approved with no changes.

Dr. Katz reported updates from Academic Deans Council. On Sunday, April 22nd, at 2:00 pm, located in the mall area (close to DSU), there will be an Investiture ceremony for President Caboni. Ms. Meredith Rozanski from the Bowling Green Chamber of Commerce presented the SCK Launch – a career immersion initiative. Dr. Katz emphasized the third page, which explains the outreach goals towards middle and high school career tracks. Mr. Gordon Johnson presented information regarding the new printing services contract. He explained this process will take time to implement.

Dr. Katz shared that along with the state director of DECA, 350 students and 22 advisors attended DECA Career Day on Wednesday February 7th. GFCB awarded six \$250 scholarships to incoming freshman. Also on Wednesday February 7th was the Personal Financial Planning Symposium held at the Knicely Center. 150 practitioners participated in the event. Dr. Katz congratulated Dr. Chhachhi for a successful event. Dr. Chhachhi acknowledged Dr. Ron Rhoades' efforts in contributing to the success of the day.

The Fall GFCB Student Survey was discussed. Dr. Katz reviewed a portion of the survey with the leadership team. Discussion of survey results occurred and how the information can be used to better serve our students. Career events and internship have high participation by our students. These extra-curricular activities have proven to be beneficial in providing a rich professional experience for GFCB students.

Dr. Katz announced that new faculty continuances are due on February 15th.

Dr. Katz reported on the accreditation peer review team visit. He thanked GFAC members for their work towards the visit. The reports have been submitted and should be voted on by the AACSB board on April 5th. He said the team made suggestions to enhance our programs. Dr. Little commended Dr. Steve Wells for his dedication and hard work on the report.

In terms of updates:

- Dr. Blankenship discussed the process of the SM Program moving to University College. It is proposed that over the next five years, University College will update the program to

reflect the new content, and will steer away from a business emphasis. This will give GFCB an opportunity to expand the IS program.

- Dr. Hatfield shared that 23 research projects have been accepted in the AIM High research grant. Dr. Chhachhi suggested monitoring who is awarded the grants. Dr. Hatfield said policies would be reviewed to ensure fair disbursement of the funds. Q-Tag money is still available, so an additional call for projects will be made. Each graduate program will be choosing an outstanding student to be recognized. Dr. Hatfield plans to attend the Bowling Green Chamber of Commerce banquet tonight.
- Dr. Todd asked for assistance with covering certain marketing courses in the fall semester. She also suggested a professional development workshop for part-instructors to work on syllabus, grading rubrics, etc. Dr. Katz suggested reaching out to regional campuses for their thoughts since they utilize part-time instructors also. He suggested putting together a proposal specifying what would be covered in the workshop. It was suggested that a video training be recorded during the training session, and then would be available for future use when we have new-hires. The idea was presented to reach out to current part-time instructors to ask what would have been helpful information for them to know as they began their courses.
- Dr. Little reported he is working on continuances and appraisals. He is also working on committee assignments for his faculty. The Accounting Department will be having their faculty meeting next week. Because of Dr. Little's commitments, he has designated a co-chair for the Diversity and Inclusion Committee. Dr. Susane Leguizamon has accepted the position.
- Dr. Potter commented the Management Department held their meeting on February 7th. They have added additional people to their advisory council, which plans to meet in May. The university's Strategic Planning Committee will hold open forums on Monday, February 12th at 3:00 in Ogden College Hall, and Tuesday, February 13th at 4:00 in Jody Richards Hall. Faculty participation and support at the forums would be greatly appreciated. The SPC continue to work towards reaching President Caboni's goals for the university.
- Dr. Chhachhi said the Financial Planning Symposium held on February 7th was a success. He mentioned the University's Budget Council will be wrapping up Phase 1 in the next few weeks. Dr. Katz shared his appreciation to Dr. Chhachhi for his leadership on the council and commended him for his success.
- Dr. Trawick shared that the Economics Department has hired a new SA faculty member. Dr. Jacob Byl, from Vanderbilt. Staff appraisals are due tomorrow, February 9th and those are almost complete. She commended the staff on their dedication and commitment to our college and serving our students. The Scholarship Committee has been formed and freshman will be awarded soon. Ms. Jenna Aikins sent out emails to faculty who have university professional development balances. Dr. Trawick offered GFAC to think about upcoming conferences and similar expenses to ensure they are appropriate and the best use of funds, moving forward.

Review of center reports occurred. The Center for Applied Economics and BB&T Center for the Study of Capitalism will be covered at the next meeting.

- Dr. Chhachhi reviewed the Center for Financial Success. He mentioned the Topper Success Program and said the center is doing great things and representatives of the center attended freshman and student recruiting events. Dr. Katz expressed his appreciation to Dr. Chhachhi and Dr. Andrew Head for their efforts. Dr. Chhachhi mentioned Mr. Zach Jones and the work he has put into the center.
- Dr. Chhachhi reviewed the Personal Financial Planning Program's report. He shared information of many activities the program participates. He explained Dr. Rhoades is providing excellent leadership for the program.
- Dr. Todd discussed the Center for Professional Selling's report. She shared the activities of the center as well as the center's objectives. Future goals, such as finding sponsors and maintaining the selling classroom, were also communicated.
- Dr. Trawick reviewed the PEAK program performances. She shared her appreciation to Dr. Evelyn Thrasher and the other professional staff for their efforts for a successful program. Ms. Monica Duvall, Dr. Thrasher and Dr. Trawick will be traveling to Louisville for Career Trek during April 12 – 14th. Various site visits will be scheduled providing students an opportunity to meet with local companies.

Dr. Trawick voiced her concern regarding the Hays Watkins Fellows Program. She views it as an inefficient use of funds and asked for feedback from GFAC members. The gift is broad and it was suggested it may be time to review and update the policy to better reflect what the GFCB is wanting to accomplish. Dr. Katz requested the leadership team review the policy and plan to discuss at the next GFAC meeting.

Monday, Tuesday, and Wednesday of next week will be the Beta Gamma Sigma tapping for student induction. There will also be an IMA/BAP Presentation on Tuesday.

There will be a Commencement update at the next GFAC meeting.

The meeting ended at 10:59 a.m. The next meeting is scheduled for Thursday, February 22, 2018.