

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

Minutes  
August 23, 2018  
8:00 a.m.  
Grise Hall 443

Members present: Drs. Ray Blankenship, Indudeep Chhachhi, Alex Lebedinsky, Harold Little, Paula Potter, Patricia Todd, Michelle Trawick, and Cathy Carey, presiding.

Dr. Carey thanked GFAC members for their support at the recent college-wide meeting. Provost Ballman attended our meeting and was very pleased.

Dr. Carey asked for approval of the minutes from the August 17, 2018 meeting. Dr. Trawick made a motion to approve the minutes and Dr. Little made a second motion. The minutes were approved with no changes.

Dr. Carey shared Council of Academic Deans updates:

- The Provost and Deans met. There was conversation concerning merit pay. There is not a consensus within the colleges of receiving 4% across the board. The president will make an announcement at Friday's convocation regarding the merit pay increase.
- The College of Business is the only college that has annual reviews based on a calendar year. It was suggested we update our cycle to reflect an academic year review. For the first evaluation, it was thought an 18-month review would be acceptable, then conduct yearly reviews moving forward. It was suggested at CAD to request each faculty member to perform a self-evaluation for consideration for merit pay. Staff evaluations were also mentioned. It was discussed how to address merit pay with GFCB faculty and staff.
- DELO 'Outside of Effort' faculty workload and compensation were debated. In GFCB, our PMBA program, online courses, etc., would be affected. It was suggested that a committee be created during CAD to look further into it.
- A 'freeze' has been initiated on all programs, new certificates, and new courses. This will be in effect until the program review is complete. Program reviews were also a topic covered during CAD. The Provost would like each college to vet their programs at the college level before submitting to the Provost office. Smaller programs should be justified with comparable data from other institution. It was suggested that associate deans serve on the program review committee.
- Dr. Carey inquired to the status of the GFCB Dean search. Provost Ballman shared that a firm should be chosen by October 15. In the hopes of being proactive, we have reached out to HR for a job description and Dr. Carey has asked for input from the chairs to begin forming a suggested committee to present to Provost Ballman.

- The upcoming student convocation details were shared at CAD and Dr. Carey passed them along to GFAC. She explained the expectations of the Leadership Team and their roles, as well as faculty members, during the evening. Dr. Carey urged chairs to encourage their faculty to participate.

In terms of updates:

- Dr. Lebedinsky has nothing new to report.
- Dr. Blankenship is working with two faculty members to develop a new program, to be delivered utilizing On Demand. Dr. Trawick asked Dr. Blankenship to forward the materials to her and she will submit to Dr. Merrall Price, in Academic Affairs for her review. He also mentioned their departmental meeting is following GFAC.
- Dr. Todd stated the Marketing Department held their first faculty meeting of the semester a few days ago. There were questions concerning the auditorium space and marketing's status. Dr. Trawick will follow up with Dr. Todd.
- Dr. Little explained he is working with Kristine Barron to achieve his goal for the accounting department to visit local high schools. Dr. Trawick said that it is understood that when a department plans to make recruiting visits, it should be shared with GFAC members. Dr. Little has reached out to an individual to determine his interest in teaching online accounting courses.
- Dr. Potter said the Management Department will meet on September 5. She expresses her appreciation of the management faculty, saying she is 'very pleased' with the faculty's support for M.A.S.T.E.R. Plan.
- Dr. Chhachhi mentioned the Finance Department held their first meeting of the semester earlier in the week. Topics of discussion included budget and recruitment. He encouraged his faculty and staff to look at our mission statement.
- Dr. Trawick commented that she has been contacted to ask about using Grise Hall for future FBLA meetings, as well as sponsorship for these meetings. Dr. Carey will follow up with a previous FBLA contact, whom she met with during the summer.
  - She reminded Department Chairs the first year tenure –eligible faculty are to be reminded no later than December 1, that their deadline for submitting continuance review materials is close-of-business January 25.
  - She attended the Southern Business Deans Association conference. Attendees were provided links to media sites that can be used on our websites that can help in recruiting and social media purposes. Reach out to Stacey Gish if you wish to modify your webpage. She said they have created an online professional development for faculty (free of charge) that focuses on teaching effectiveness. Dr. Trawick shared several of her conference take-aways, including language will be added to the guidelines to reinforce the importance of the Dean's role in the accreditation process.

- Dr. Trawick asked for GFAC's thoughts regarding her serving on the Graduate Committee and the Research Committee as chair. It was agreed that she could serve as she has no bias. Discussion then occurred how to address the PMBA and MBA programs, moving forward.
- Dr. Carey mentioned the fee structure on ECON 150 and the appropriateness of it. A faculty member suggested to her that the fee paid by students who are not business majors, could be the cause of students deciding to take a different course. Discussion occurred concerning the feasibility of taking the fee away. Dr. Lebedinsky will follow up with his faculty to put together a proposal and present to GFAC.

The meeting ended at 10:20 a.m. The next meeting will be Thursday, September 6, 2018, at 9:00 am.