

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

Minutes  
August 17, 2018  
8:30 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 asked for approval of the minutes from the June 28, 2018 meeting. Dr. Lebedinsky made a motion to approve the minutes and Dr. Trawick made a second motion. The minutes were approved with no changes.

Dr. Carey stated she had lunch with Mr. Joe Walters and Ms. Davaa Dorjsuren, his mentee. Included in the lunch was Amy Combs, John Paul Blair, Michelle Trawick, Ron Rhoades, Indu Chhachhi, and Patty Todd. Mr. Walters and Ms. Dorjsuren were introduced to the Finance faculty and several in the Marketing Department. An announcement will be made during our fall all-college meeting regarding his philanthropic efforts.

Dr. Carey attended the annual New Faculty Picnic, held at the Harbaugh Club. She enjoyed meeting Kendra Sewell, Pedro De Oliveira, and Jacob Byl.

Dr. Carey explained the Memorandum of Agreement (MOA) between GFCB and Academic Career Development Center (ACDC) has been signed. This agreement will allow us to keep our advisors and will also provide three additional advisors, housed in the ACDC area. Marissa Bryant is the senior advisor and Fallon Willoughby is the junior advisor. One advisor has yet to be named. The ACDC advisors will be working with freshman and sophomore students, as well as assisting with recruiting efforts. Our college will have influence on their advising as our staff will work closely with them. The new advisors will be included in various GFCB activities as part of our team. Efforts are being made (signage) in their space, located in DSU, for GFCB branding.

Dr. Carey shared Council of Academic Deans updates:

- The first meeting with the new provost took place. Fall commencement for the college's were talked about. Our ceremony will be held at 8:00 am on December 15. A 'best practice' document is being put together and distributed once completed. Those graduating in December will be invited back to join the Topper Walk in May. It is unclear when degrees will be conferred. A graduate fair will be held on October 29 and 30, from 10:00 am – 5:00 pm, allowing each college and department to have a table set up, providing graduation information. Both Graduate and Undergraduate students will participate in the ceremony.
- IT priorities were shared with CAD. We can expect cyber security to see improvements. Training on how to deal with sensitive information and student's privacy will also be provided.

- Enterprise Systems (department within IT) is working to make more approval processes to be located online.
- New lab images are to be released soon. There will be a BANNER upgrade. Mr. Greg Hackbarth will present a workshop and Dr. Carey suggested Dr. Trawick and Mr. Jesse Willcut attend as GFCB representatives.
- The print services contract has been moved to a vendor outside of WKU. Most people will no longer have a personal printer.

Dr. Carey explained the Summit Awards are quickly approaching. It is the dean's responsibility to submit a 'Volunteer of the Year' award nominee. She noticed that many of the previous year's awardees have been chairs of our Business Executive Advisory Council. Dr. Carey offered Ms. Heather Rogers as this year's nominee and GFAC members agreed.

Historically the GFCB Hays Watkins speaker presents on the Thursday before Homecoming. We have not secured a speaker for this fall. Several names were mentioned as possible lecturers. Dr. Carey will follow up with the suggestions.

Dr. Carey reviewed several deadlines:

- August 20 – Deadline for probationary 2<sup>nd</sup>-5<sup>th</sup> year tenure-eligible faculty to submit continuance materials to the Department Chair.
- Sept 4 – Continuance Committee memorandums due to the Department Chair
- Sept 5 – Department Chair must provide each 2<sup>nd</sup>-5<sup>th</sup> year probationary faculty with a continuance evaluation by September 14.
- Sept 10 – Honorary degree nominations due to the Provost.
- Sept 20 – Deadline for probationary 2<sup>nd</sup>-5<sup>th</sup> year tenure-eligible faculty to send Department Chair his/her response to continuance evaluation.
- Sept 20 – Deadline for Department Chair to submit continuance recommendation for probationary 2<sup>nd</sup> – 5<sup>th</sup> year tenure-eligible faculty to the dean.
- Oct 1 – Deadline to submit sabbatical applications materials to the Department Chair.
- Oct 1 – Deadline to submit tenure and promotion review materials to the Department Chair.
- Oct 1 – Deadline to submit fourth quarter emeritus recommendations to the dean.

Dr. Carey shared insight on her recent meeting with Provost Ballman. Dr. Carey shared with her the structure of GFCB. Dr. Carey inquired about the GFCB Dean search and was assured things are moving forward.

The Huron Consulting Group requests another meeting with chairs. It is at our discretion who to include. Dr. Carey suggested offering the opportunity for interested faculty members to join as well. Discussion occurred to the benefits of having the discussion at the college wide retreat instead.

Dr. Carey shared her and Dr. Trawick met with Mr. Jace Lux and Mr. Brian Kuster. It was a productive conversation and Admissions is willing to work with our college in recruitment strategies. Dr. Trawick distributed enrollment numbers and reviewed her findings with GFAC. She went on to explain WKU recruiting efforts and what is being successful. Ideas for future recruiting efforts were presented. Dr. Trawick asked for input from the Chairs with their thoughts and ideas for additional efforts. She requested chairs to look within their departments and reflect on where recruiting efforts can be improved.

Dr. Trawick mentioned sending out the annual appraisal guidelines via email. She wondered if the guidelines could be mentioned during the fall college-wide meeting, saying the guidelines should be updated and request involvement from interested faculty. A committee could be created with representation from each department, chaired by Dr. Trawick in hopes of creating consistency within the college. It was thought the guidelines will be presented at the January (2019) college-wide meeting and implement accountability the following January (2020). The guidelines need to reflect the same information as the current form. Dr. Trawick will make an announcement at the college-wide meeting.

GFAC members reviewed GFCB fall retreat topics and agenda. The agenda will be updated for distribution at the meeting. Dr. Blankenship suggested that Dr. Dana Cosby present on 'Linksters' during the spring retreat.

Dr. Blankenship and Dr. Trawick have worked to update the travel policy. Dr. Trawick reviewed the updated guidelines with GFCB Chairs. Input was provided for clarity of some statements. Dr. Trawick will edit the travel policy and will email to chairs for an electronic vote so that the guidelines may be presented at the college wide meeting.

Dr. Chhachhi proposed that the decision of who receives the Hays Watkins grant should come from a committee and then approved by GFAC. He offered suggestions who could serve on the committee: past award winners and those who have teaching as an expertise, such as someone from the Center of Innovative Teaching and Learning. Discussion occurred on whom would be appropriate committee members. Dr. Trawick made a motion to approve a committee being formed to decide who receives the Hays Watkins grant, and Dr. Chhachhi seconded. GFAC agreed and Dr. Trawick plans to present information at the fall college-wide meeting.

Dr. Carey explained that websites need to be updated. On November 16, websites will be changed automatically if not up to current regulations. Everyone was asked to complete the website update prior to the deadline.

Dr. Carey asked GFAC members for their top 3 -5 priorities for development purposes, keeping in line of our strategic plans. The items will be presented at the next GFAC meeting and a decision will be made before forwarding to Amy Combs. It was suggested to think 'large gift' options.

Due to time restriction, it was decided to discuss the reorganization of Graduate Studies and research responsibilities at the next meeting.

In terms of updates:

- Dr. Lebedinsky requested that chairs members share important dates with him.

- Dr. Blankenship had nothing new to share.
- Dr. Little shared the Accounting Department will have their meeting after the college meeting.
- Dr. Todd explained the Marketing Department will host their departmental meeting on Monday, before the college meeting.
- Dr. Potter stated the new visiting professor, Mr. Pedro deOliveira has arrived on campus.
- Dr. Chhachhi mentioned the Finance Department will host their meeting on Tuesday.
- Dr. Trawick said that spring scheduling has begun and she will send out the rotation schedule for the auditorium. Academic Affairs is opposed to non-standard class time offerings. There are a few exceptions, such as PMBA students. Most of the concern centers around daytime courses. She revealed that the degree field memos have been updated and asked that chairs review them. She requests to know if they are accurate. If not, please update. Dr. Trawick also reminded chairs to complete 'once a year' forms, such as the EPQ forms. Dr. Trawick will run appropriate reports and notify the Chairs what is needed from them.

The meeting ended at 11:40 a.m. The next meeting will be Thursday, August 23, 2018, at 8:00 am.