

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

Minutes
February 21, 2019
9:00 a.m.
Grise Hall 443

Members present: Drs. Indudeep Chhachhi, Alex Lebedinsky, Harold Little, Paula Potter, Patricia Todd, Michelle Trawick and Cathy Carey, presiding. Mr. Tony Glisson, Human Resources Director, guest.

Mr. Tony Glisson spoke to GFAC members regarding acceptable and appropriate Code of Conducts at the university. He distributed the Standards of Conduct Policy (Policy 4.8000) and Faculty Grievance Policy (Faculty Handbook pages 51-52) then reviewed them. Discussion occurred about appropriate procedures when working through issues. Employment Assistance Program (EAP) information was circulated and discussed.

Dr. Carey asked for approval of the minutes from the February 7, 2019 meeting. Dr. Chhachhi made a motion to approve the minutes and Dr. Little made a second motion. The minutes were approved with no changes.

Following up on an earlier request from Dr. Cheryl Davis, Dr. Carey announced Dr. Jacob Byl will serve as the GFCB representative on the Financial Conflict of Interest Committee.

Dr. Carey disseminated our FY20 budget increase request, which has been submitted to Provost Ballman. She reviewed the information with the leadership team.

Dr. Carey shared CAD updates.

- Dr. Brian Kuster attended the CAD meeting and asked for feedback of the Advising & Career Development Center (ACDC) during the first semester. The input will be used for evaluation purposes. He also mentioned that those working with Dual Credit continue to say they prefer 8:00 am MWF and 8:00 am TR courses. A Management course will be offered on MWF. Dr. Carey asked for someone to offer at TR class.
- It was announced that next year's student success summit is January 23, 2020 so do not schedule any meetings on that day.
- The Provost announced Association of College and University Educators (ACUE) launched the inaugural cohort, which includes Kristine Barron, Thad Crews, Paula Potter, Patricia Todd, and Ray Blankenship. They will be participating with other WKU faculty members on ACUE's course on Effective Teaching Practices.
- An update on carry-forward was provided.
- The Provost requested colleges to submit expenditure needs for one-time funds that are necessary in order to deliver courses.

- There was discussion of awarding emeritus status posthumously. It was not approved.
- Changes were discussed regarding the new RAMP model. BANNER is being prepared for the update. Course fees will be budgeted in the appropriate index. All DELO funds will continue to be budgeted centrally until FY21.

Dr. Carey attended the Board of Regents Committee meeting. The student regent brought forward an issue with academic fees. The provost is developing a committee to review revenues from fees. Committee will consists of two associate deans, two department chairs, two budget managers, an internal audit representative, and a SGA representative. Non-voting members of the committee is to include the Academic Resources Manager from the Provost's office.

Dr. Beth Laves, DELO, has expressed interest in utilizing GFCB Advisors for recruitment in Somerset. Conversation occurred and it was agreed that our college will be happy to continue providing support as we have done in the past.

Dr. Trawick distributed GFCB Graduate Committee Bylaws and mentioned there was some concern about the deadline wording. Updates were made to the bylaws to reflect a more flexible timing, specifically Page 5 Item D. Dr. Trawick asked the leadership team to provide feedback.

A classroom at WKU's South Campus had been dedicated to Dr. John Wassom and a sign was placed in his honor in the hallway. Our college will be receiving the sign and suggestions were made for an appropriate location to hang it. Dr. Lebedinsky will follow up with the Economics department faculty for their input.

In terms of departmental updates:

- Dr. Lebedinsky stated ODE planning is going well, and a speaker has been secured.
- Dr. Todd mentioned the Marketing Department is interviewing this week and next for a faculty positions. She provided her GFCB Preview Day experience, saying a student will be coming to WKU for the E-Sports program. She also confirmed Dr. Tim Hawkins will be leaving the university as he accepted another position.
- Dr. Little explained the status of the Accounting Department's faculty searches. He is currently drafting an IP Policy and will forward to GFAC for consideration at the next meeting. Textbook considerations are being discussed within the department. Kristine Barron is traveling with Beta Alpha Psi in St. Louis.
- Dr. Chhachhi told of student travel. He also provided a brief dean's search update, explaining candidates will be on campus the week of March 11th. GFAC members were asked to keep their calendars open for that week.
- Dr. Trawick communicated the Auxiliary Budget Committee is in the process of finalizing their budget report. There is an Undergraduate Curriculum Committee meeting is coming up next week. The CAPE process has progressed to the point that curriculum changes may begin. The Research Committee plans to meet the week after spring break and will discuss

Aim High program revisions. The Appraisal Committee will be reviewing the appraisal form and guidelines. The changes will be presented to GFAC members and faculty for a vote in August.

The meeting ended at 11:06 a.m. The next meeting will be Thursday March 7, 2019, at 9:00 am.