

**Gordon Ford College of Business**  
Administrative Council Meeting  
Grise Hall 443  
Thursday, May 2, 2019  
**9:00 am**

Members present: Drs. Ray Blankenship, Indu Chhachhi, Alex Lebedinsky, Harold Little, Paula Potter, Patricia Todd, Michelle Trawick and Cathy Carey, presiding. Guests include Dr. Pat Jordan, Student Services Coordinator and Dr. Mark Ross, incoming interim Accounting Department Chair.

Dr. Carey asked for approval of the minutes from the April 4, 2019 meeting. Dr. Little made a motion to approve the minutes and Dr. Blankenship made a second motion. The minutes were approved with no change.

Dr. Jordan discussed the updated academic renewal policy with GFAC members. She distributed the old and new policies for comparison, as well as a list of students affected by the policy. Dr. Trawick will follow up with Dr. Merrill Price regarding the wording of the first paragraph in the policy for clarification.

Dr. Carey provided updates from the recent Academic Affairs Council (AAC) meeting. Dr. Stevens says that moving forward, AAC will now be called Council of Academic Deans (CAD) Plus Advisory Members.

- Greg Hackbarth shared a technology update. He said that the Windows OS will be updated across campus. He mentioned the residence halls have now been equipped with a key-code entrance. He is hopeful this security measure will be implemented for each building.
- The Colonnade Committee is proposing adding a fourth category to the Connections category of WKU's Colonnade. It would be called International Experience, and will afford students the opportunity to use credits earned in a colonnade-approved study abroad class to fulfill three hours of the nine required hours in the Connections Category. Students would still have to meet certain learning objectives and be approved by the committee.
- The current audit and withdrawal policy states that the deadline for withdrawal from a class is seven weeks into the semester. The sub-committee on Academic Quality recommends that the date for all classes occur when the course is 70% completed. The recommendation has support of the deans and will move forward to the President's Cabinet.
- Policy 0.0003, the Policy on Policies was reviewed. The major change noted was that when a policy goes through the approval process and reaches a point of decision reversal, an explanation statement must be provided. Dr. Chhachhi requests that GFCB adopt the same policy. He will look into creating such a document as GFCB does not currently have one on file.
- The Policy 1.1014 Consensual Relations Between Faculty and Students was updated, to read 'expressly prohibited' instead of 'strongly discouraged'.
- The Classification of Instructional Program (CIP) Code was reviewed in an effort to categorize every position for easier comparison. The committee will look at where the faculty teaches instead of what department their terminal degree is located.

- There was a proposed 2020-2021 academic calendar offered for discussion. Winter and Spring terms are affected. There was a lot of conversation and discussion during CAD meeting. GFAC members discussed the proposed calendar with the benefits and shortcomings of the calendar. It was also shared that there is a need for more online July 2019 sessions course offerings.
- The provost encourages all faculty to attend the Commencement ceremonies. GFCB will have twice the students graduating this year. A changed proposed by the President for next year is to have a valedictorian of the college.

Dr. Carey asked for faculty representative suggestions to serve on the University Complaint Committee. She reviewed who can serve on the committee and the role of the committee. Dr. Trawick will follow up with GFAC members via email who previously served on the committee and then with Daniel Clark.

Dr. Carey mentioned the status of Graduate Assistantships within the college. After discussion, it was determined to be appropriate to move forward with half of the requests, as has been done in the past, and revisit the positions in a few months.

Dr. Trawick reviewed the updated version of the GFCB Part-Time Pay Policy. Discussion of the policy occurred with the Leadership Team, and how best to serve our students. Dr. Trawick received input regarding the document, effective Fall 2019, from GFAC members.

In terms of departmental updates:

- Dr. Trawick shared:
  - Topper Walk, Commencement, and GFCB Recognition Ceremony details.
  - The Graduate Committee approved the proposed update to the Accounting JUMP Program.
  - The Research Committee voted to adopt the changes as discussed during our last meeting of the Aim High grant. The updated version will be presented at the fall college retreat.
  - Dr. Chris Brown led the Appraisal Committee meeting. The committee has been charged to provide a document that could be open for conversation during the fall college retreat.
  - There have been several capital projects for classroom improvements requests made. Dr. Trawick has some estimates from PDC. For larger-scale requests, she wishes to compile into one document to be presented to GFAC members for their consideration before the end of this fiscal year. Mr. Jesse Willcut has also looked into our college's equipment and computer needs.
- Dr. Chhachhi asked Dr. Trawick to reach out to Political Science concerning space on the third floor. He shared that Zach Jones and Dr. Ron Rhoades worked together for the 'Bring your Sons and Daughters to Work Day' in the Center for Financial Success. The discussion of financial literacy was a success. The department is making plans for another symposium to be held in September.
- Dr. Potter stated the Management Department is hosting a reception this afternoon for Dr. Dawn Bolton's retirement. All are invited.

- Dr. Little explained the Accounting Department's CPE Day is this Friday, April 3<sup>rd</sup>. Dr. Carey plans to make welcoming comments. The annual Beta Alpha Psi dinner is this evening. He also explained the recognition ceremonies the Accounting Department will host for their graduates.
- Dr. Todd mentioned the Marketing Department is anticipating their new faculty.
- Dr. Blankenship commented that the Information Systems Department is getting new chairs.
- Dr. Lebedinsky stated Dr. Bob Pulsinelli is retiring from the Economic Department.
- Dr. Carey mentioned an email she received from John Sunnygaurd, which had questions about GFCB's interest in working with MBA Saudi Arabian students. GFAC members suggested inviting him to address the Leadership Team for further conversation.

There was discussion on how University Awards are granted.

Following up on recruiting efforts for the fall semester, Dr. Trawick requested a list of names from each chair, asking if they had any desire to reach out to the students. She will follow up with a list of names and a script to the chairs.

The meeting adjourned at 11:00 am. The next meeting will be Thursday May 16, 2019, at 9:00 am.