

Gordon Ford College of Business
Administrative Council Meeting
Grise Hall 443
Thursday, September 12, 2019
9:00 am

Members present: Drs. Ray Blankenship, Indu Chhachhi, Bob Hatfield, Alex Lebedinsky, Mark Ross, Evelyn Thrasher, and Chris Shook presiding.

Dr. Shook asked the chairs to share good news going on in the departments.

- The Finance Department will be hosting a social on Monday, and everyone is invited. They are also offering a Symposium next week. They are expecting about 60 paid participants and around 35 students to attend. Mr. David Beckworth, former Economics faculty member, will be a speaker.
- The Accounting Department had a good turnout at Meet the Firms, held on September 9th.

Dr. Shook asked for approval of the minutes from the August 29, 2019 meeting. Dr. Hatfield made a motion to approve the minutes, and Dr. Blankenship made a second motion. The minutes were approved with no change.

Dr. Shook reviewed the new procedure for approving and posting minutes online.

Dr. Thrasher explained that October 10th is WKU's Staff Appreciation Day. Conversation occurred as to what is appropriate for the GFCB staff and how best to recognize them. Dr. Thrasher will coordinate this effort.

Dr. Thrasher talked about the SACS Degree Field Memo. She would like for these to be completed annually, moving forward.

Dr. Thrasher went over GFCB's policies and the review process. She would like to send out a policy to GFAC members on a regular basis for their review. There are approximately seven policies that should be looked over. She will send out the first one, regarding endowed professorships, immediately and asked for input and feedback from the chairs.

Dr. Shook explained his thoughts on creating a culture of celebrating successes in the GFCB. He suggests in the future, chairs send out email messages to gfcf-faculty-all and gfcf-staff-all, sharing notable news.

Dr. Shook mentioned removing land line phones that are not being utilized. There would be a cost savings of about \$300 per line. Options of working out the logistics in discontinuing land lines in the faculty offices, such as Google Voice, were offered. The Dean will follow up with an email to the faculty. Dr. Thrasher will follow up with Mr. Jesse Willcut to take a phone inventory, and look into cost differences in having a centralized phone with different extensions versus multiple phones.

Dr. Shook reviewed the GFCB Independent Study procedure and standards, which includes class syllabi. Dr. Thrasher asked for chairs to confirm all course syllabi are current and includes appropriate information.

Dr. Shook asked the Leadership Team about recruitment procedures for GFCB. How events have been handled in the past was shared. Ideas for reaching out to prospective students, moving forward, were discussed. Dr. Thrasher will coordinate the effort to increase recruiting opportunities.

Dr. Shook requested the Department Chairs share their Department Advisory Council plans with him.

Dr. Shook reminded the Department Chairs that their faculty continuance recommendations are due to him by September 20th.

Dr. Shook examined the work place satisfaction survey action items with GFAC members. He shared his appreciation to the committee for working diligently on the survey process. Student success was strong in responses. Communication was an area that was listed as needing improvement. Discussions occurred how to improve practices across our college. Dr. Thrasher will follow up with the faculty evaluation timeline.

In terms of departmental updates:

- Dr. Blankenship mentioned the Information Systems Department is hosting several SAS workshops for the entire campus on October 15th. They are sponsored by the WKU Research and Creative Activities Council and the Gordon Ford College of Business' Center for Applied Data Analytics. On October 16th, the department will host their advisory council meeting.
- Dr. Ross asked for guidance from GFAC about an Accounting Department personnel issue. He was advised to follow up with Human Resources.
- Dr. Lebedinsky announced the Economics Department had students attend the Anthem Actuarial Career Night in Louisville, KY. They were able to meet with over a dozen of Anthem's employees and learned about actuarial careers at Anthem, as well as internship opportunities.
- Dr. Hatfield stated the Management Department is moving forward with hires in Interview Exchange.

The meeting adjourned at 10:50 am. The next GFAC meeting is scheduled for September 26, 2019 at 9:00 am, GH 443.