

Gordon Ford College of Business

Administrative Council Meeting

Via Zoom

Thursday, May 14, 2020

9:00 am

Members present: Drs. Ray Blankenship, Indu Chhachhi, Lukas Forbes, Bob Hatfield, Alex Lebedinsky, Mark Ross, Evelyn Thrasher, and Chris Shook, presiding. Dr. Whitney Peake, guest

Dr. Chris Shook asked for approval of the minutes from the May 7, 2020 meeting. Dr. Ray Blankenship made a motion to approve the minutes, and Dr. Bob Hatfield seconded. The minutes were approved with a minor change.

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

- Dr. Hatfield explained the Management Department unanimously approved moving Dr. Dawn Bolton forward in the process of obtaining emeritus faculty status.
- Dr. Ross congratulated the Accounting department for successfully administering their multi-class final (of over 600+ students). He appreciates those that oversaw the exam.
- Dr. Chhachhi explained that he and Ms. Doreen Williams-Holmes put together a video of Finance faculty and staff congratulating the students on their achievement. He also reported sending videos to the Finance Advisory Council.

The university has a policy and procedures regarding new faculty and their moving expenses. Dr. Evelyn Thrasher requested the office staff to follow up with Ms. Brittney Green, in Purchasing, for instructions in getting quotes, list of approved vendors, etc.

Dr. Shook led the discussion about the recommendations from the university's Budget Executive Committee chairs, Dr. Cheryl Stephens and Ms. Susan Howarth. There is concern for GFCB in the way reductions were calculated, if it affects new hires, etc. It is unclear where our college will have to apply reductions. The amount of budget reductions has yet to be determined by unit.

The Dean reported on the projected first-time first-year freshmen for university campuses in Kentucky. WKU is currently up in enrollment numbers and our numbers of returning students are looking positive. Our efforts should focus on yield and protecting our class from other Kentucky institutions. We are reviewing ways to reach out to prospective students – such as Ambassador led virtual tours, open forums using Zoom, communication with parents, etc. Department chairs were asked to consider what could they offer from their area. A campus-wide recruiting effort is in the planning stages.

Campus is going to begin reopening offices on a limited basis on June 1st. Dr. Thrasher sent out an email asking department chairs to consider the logistics and office configurations. Shared spaces will be reduced or eliminated. Mr. Jesse Willcut can assist with moving departmental printers if necessary, helping with the traffic and congestion in departmental offices. Chairs are asked to follow up with faculty and staff who might be at higher risk and need to work from home. Kitchen facilities will not be used for the foreseeable future.

A brief update on the university's Restart Task Forces was given. There are predictions the virus will resurface in the fall or winter and we should be prepared. Course delivery methods should be

flexible. GFAC members were asked to consider a plan of action for students, or faculty, becoming sick and needing to self-isolate. Dr. Shook will schedule a meeting in June with GFAC members to work through logistics of opening the college.

Class modifications in the fall will be necessary. We anticipate that there will be no face-to-face classes with over 50 students attending, 30% of classes should be offered on-line, and some classrooms in Grise Hall are in the process of being upgraded with Zoom capabilities. The class schedule will likely remain the same. Department chairs are encouraged to ask faculty for their input on implementing the safety regulations.

Discussion of qualifications for faculty with an “IP” status was led by Dr. Thrasher. She explained that pedagogical faculty and instructors must be reviewed on a yearly basis. It was suggested those faculty members could set up as task force to assemble best practices and share their data with the others in the college. This project could be used towards the faculty members meeting their qualifications. She will follow up to see if there is interest in moving forward.

Dr. Shook briefly shared his thoughts on distributing Ms. Stacey Gish’s duties, since her time with the university is coming to an end.

The Dean plans to communicate with the college tomorrow, May 15. He asked for input from the department chairs of items to be addressed in his communication.

The question was raised about hiring adjunct faculty members. The understanding is that if a class is not covered and all the faculty have full teaching loads, we are able to hire an adjunct faculty member.

GFAC members were asked to begin planning for things such as a clear-plastic sneeze guard, where appropriate. The dean expects everyone to wear masks once we are back on campus.

The meeting adjourned at 10:25 am. The next GFAC meeting is scheduled for May 21, 2020 at 9:00 am via Zoom.