Development Issues – Anthony Casaus

Anthony Casaus distributed some information left from last year’s selections of Hall of Fame members, Traders and Traders Corporate Awards. The goal was to get input from CEC members on selections for this year.

Convocation Planning – Jim Hoffman

There was discussion of the requirement that materials to be voted on at convocation be circulated to the faculty at least seven days in advance of the meeting. It was noted that committee chairs are expected to distribute written reports to convocation one week after the conclusion of the semester. Kathy Brook will send out reminders.

Online MBA Course Sequence – Jim Hoffman

Jim Hoffman outlined a possible sequence of courses for the online MBA program:

- Summer 2015: Elective, MGT 503
- Fall 2015: MGT 512, ECON 503
- Spring 2016: ACCT 503, MGT 502
- Summer 2016: FIN 503, MKTG 503
- Fall 2016: MGT 590, BA 590 (graduating cohort from spring 2015)
- BLAW 502, BCIS 502 (new cohort)
- Spring 2016: Elective, MGT 503
- Summer 2016: MGT 590, BA 590 (graduating cohort from fall 2015)

We would bring in new online cohorts each fall. The plan is to offer the online courses with some synchronous delivery from a room in Milton or from Domenici Hall.

Department Outcomes Assessment – Jim Hoffman

Jim reported that Shelly Stovall recently met with him and with Kathy to discuss the assessment reports. Kathy suggested that the reports submitted in the fall should reflect responses to the feedback being offered on the fall 2014 submissions.

Consumer Behavioral Lab Rental Pros and Cons – Jim Hoffman

Issues related to the rental of the consumer behavior lab to on-campus and off-campus entities were discussed. One issue is the need to use Collin Payne’s office for observing activities within the lab so there is a need to find another office for Collin. There was agreement that activities such as rental of the lab should be beneficial to the college and it was agreed that Steve Elias will get back to Collin and Mihai Niculescu concerning the split of revenues (which will be administered by the associate dean for research).

Sustainable Entrepreneurship Institute – Jim Hoffman

A proposal has been submitted by Mark Clark and David Boje concerning the creation of a sustainable entrepreneurship institute. Questions were raised about how such a center or institute could be established and the benefits and costs of such a center. This topic was tabled for future discussion.

Assessment of Business Knowledge for the BBA – Kathy Brook

Kathy sought clarification on the assessment of business knowledge this semester in Economics and Marketing. The two department heads affirmed that the data has been collected and should be available soon for business majors enrolled in the ECON and MKTG courses.

Permanent Distance Ed Schedule for the BBA – Kathy Brook

Kathy noted that she has received limited responses to her previous request for information about the commitment of each department to offering upper division core courses and major courses for the General Business major. She requested updates from those who have not yet responded.
<table>
<thead>
<tr>
<th>Online Components of Business Majors and Minors – Kathy Brook</th>
<th>Kathy asked that departments provide clear statements for distribution to students via the web and other means about majors or minors which cannot be fully completed in a face to face format. This information needs to be available to students who may not be allowed to take distance ed classes or who do not wish to take such classes.</th>
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<tbody>
<tr>
<td>Domenici Hall – Kathy Brook</td>
<td>Kathy asked department heads to look over the floor plans for Domenici Hall and to visit the space with the goal of determining how the space should be allocated, especially the small meeting rooms. An issue was raised about lighting and the ability to dim the lights in at least one room.</td>
</tr>
<tr>
<td>Faculty Qualifications – Kathy Brook</td>
<td>Kathy reminded department heads of the need to account for the qualifications of all faculty members including adjuncts and to be planning the maintenance of qualifications of college track faculty members.</td>
</tr>
<tr>
<td>Offer Letters for Adjuncts – Kathy Brook</td>
<td>To support our judgments on the qualifications of adjunct faculty members department heads need to maintain current resumes of adjuncts. HR indicates that adjuncts should also receive an offer letter.</td>
</tr>
<tr>
<td>Faculty and Staff Evaluation Process – Kathy Brook</td>
<td>After discussion, it was agreed that the department head evaluation process would be conducted in the same manner this year as last year. That is, department heads will submit to Jim their annual faculty evaluations from Digital Measures including a discussion of their accomplishments as department heads. The evaluations will be based on the calendar year and will be due to Jim by January 15.</td>
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Action/follow-up items are in bold.