College of Business  
COLLEGE EXECUTIVE COMMITTEE  
November 24, 2014, 9:00-11:00 a.m.  
MINUTES  

Members:  
Jim Hoffman, Dean  
Kathy Brook, Asst Dean for Academics; Steve Elias, Interim Asst Dean for Research; Anthony Casaus, Asst Dean for Development and Alumni Relations; Kevin Melendrez, Dept Head, ACCT/IS; Rick Adkisson, Dept Head, ECON/IB/STAT; Ken Martin, Dept Head, FIN; Steve Elias, Dept Head, MGT; Pat Gavin, Dept Head, MKTG.; Chris Erickson, Faculty Council representative.  

Absent: Anthony Casaus  

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<th>Agenda Item</th>
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| Advising Issues                                 | Kathy Brook noted that she has recently discussed advising issues related to registration with the advising staff and that Jim Hoffman had asked the Undergraduate Committee to discuss upper division advising. Based on these conversations, Kathy proposes to improve the flow of information to advisors about how to resolve student issues that might fall outside their areas of expertise and responsibility. The goal is to reduce frustration on the part of the advising staff and faculty advisors while reducing the possibilities of sending students back and forth unnecessarily.  

In the discussion there was a consensus in favor of conducting group advising in BUSA 111.  

There was also a suggestion to incorporate the list of MGT 449 prerequisites into the degree audit. |
| Permanent Schedule for DE Courses for Degree Completion Majors | Kathy noted that a permanent schedule of course offerings had been created at the time the degree completion major in general business was put in place. Under that schedule, upper division core courses were to be offered online each semester and the major courses were to be offered sufficiently often for students to complete the degree (junior and senior requirements) within two years. With changes in department heads, there are concerns about whether we are adhering to that past agreement.  

Kathy asked each of the department heads to follow up with an email to her indicating what they are regularly offering online along with the frequency of those offerings |
| Majors and Minors Available Only with an Online Component | While some students are eager to have online courses available, others are not allowed by their sponsors to take online courses or do not want to be compelled to take online courses. If we have majors or minors that are only available to students willing and able to take online courses, then that information should be made available to students at the beginning of their programs.  

Kevin Melendrez reported that the IS major can be offered online and Steve Elias added that the supply chain management option is not fully face to face at this time. |
| Syllabi Storage                                  | Kathy noted that we have had a tradition of keeping five years of syllabi in a file in the dean’s suite but that this tradition was interrupted last year. After some discussion of who keeps syllabi in what locations, it was agreed that the departments will be asked to provide syllabi to the dean’s office each year.  

Kathy will ask Yvonne Mendoza to follow up on those that are |
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<td>Certification of Minors</td>
<td>It was agreed that the business minors of CoB students will be certified by Angie Salido beginning in fall 2015.</td>
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<td>CoB General Scholarships</td>
<td>It was agreed that some general scholarship funds will be set aside for 2014-2015 to make awards to some of the best incoming freshmen to aid in recruiting of some of these students. Another possibility would be to make awards to high performing sophomores.</td>
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<td>Faculty Qualifications</td>
<td>Kathy asked department heads to identify by next Monday, December 1, any full time faculty members who are not Scholarly Academics. This information is for use in the AACSB Salary Survey.</td>
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<td>Annual Faculty Review</td>
<td>The annual faculty review process should be underway with faculty members entering their data into Digital Measures. Jim raised a question about the use of the calendar year rather than the academic year for faculty reviews. There was also discussion about possible involvement of a committee in annual faculty evaluation to make the process more faculty-driven. Jim asked Chris Erickson to take this topic to Faculty Council for their input. Jim would like to have faculty vitas available on the college web page. There ensued a discussion of the less-than-perfect resumes generated through Digital Measures, the possibility that some faculty members would be reluctant to place their information on the web, and the advantages of having this information available when recruiting graduate students and faculty members.</td>
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| Guidelines for Faculty Teaching Loads | Jim suggested the following as a starting point for discussion of faculty teaching loads at the faculty meeting on December 5:  
- 4-4: Faculty who are not scholarly academic (SA)  
- 3-3: SA faculty who have published two articles in the last 5 years  
- 3-2: SA faculty who have published 4 articles in the last 5 years  
- 2-2: SA faculty who have published 6 articles in the last 5 years and are actively chairing dissertations and teaching doctoral seminars  
These are guidelines that can be tweaked and could involve a 5 year moving average. |
| Other                         | Jim is working with Advancement and with Cheryl Harrelson more closely to address issues relating to the application of metrics and infrastructure to support fund raising by the colleges. |

Action/follow-up items are in bold.