## Department Head Meeting Notes
### June 17, 2013

Present: Rick Adkisson, Steve Elias, Liz Ellis, Pat Gavin, Kevin Melendrez, Kathy Brook

| Updates – Kathy Brook | Kathy provided brief summaries of the meetings in which she participated last week. The SouthWestern Business Deans Association meeting in Santa Fe included a session with representatives of AACSB, SACS, and HLC and involved a comparison of the standards of each group. There was also ample opportunity for networking with deans and associate deans. At the Daniels Fund Ethics Initiative meeting in Colorado Springs there was more networking and Kathy was able to get acquainted in more detail with the ethics projects at the other member institutions. In between Kathy represented the deans at the University Budget Committee meetings concerning Equipment Repair and Renewal (ERR). The College of Business had only a small request (for two multimedia computers for the BC Lab and eye-tracking software for the behavioral lab); our request received the requested funding. The President’s Academic Council met just prior to the department head meeting and includes all the academic deans. Kathy has been asked to chair a committee to discuss alternative sources of funding for summer teaching. There was also a brief discussion of the transition in the college with the expectation that more information will be available soon concerning vacancies and interim appointments. Kathy expects that the weekly activity report will be continued. |
| Faculty Funding | It was agreed that Tim Query could use the $500 allocated to him by Faculty Council for travel to Venezuela to travel to Hong Kong instead. The trip to Venezuela was canceled because of disturbances there. Tim has been notified of the approval. |
| Evaluation of transfer credits for BUSA 111 | In response to discussion about the evaluation of transfer credits for BUSA 111, Liz agreed to take responsibility for future evaluations. **Kathy will let Justine know to send these to Liz.** |
| Health Care Reform | Since the university has decided to allow student employees and graduate assistants to be hired for more than 20 hours per week for limited periods of time, it will be necessary for |
each college to have a procedure for monitoring hours for such students (to ensure that we stay below the 30 hour per week average (above which health care benefits are required). **Kathy will draft a statement for review by the department heads.**

| **AACSB 2013 Accreditation Standards** | Kathy began the discussion with a strong recommendation that the department heads plan to attend a maintenance of accreditation seminar or other AACSB conference at which the standards are discussed within the next year or so. Steve expressed interest in the September maintenance seminar and Liz indicated her intent to attend the associate deans meeting in Phoenix in November.

A question was raised about whether we want to wait to complete the new tables.

**Kathy will follow up with Moana Jarvis concerning the planned merger of the CoB into the university Digital Measures instrument.**

Liz volunteered to work on the new faculty qualification criteria, specifically the alignment of our scoring system with the new tables. It was noted that it would be useful to the discussion to determine how many people we think will be in the new categories. Review of the recommendations from Faculty Council may be an appropriate topic for the fall convocation.

The need to “ramp up” the former AQ standards was also noted (as noted in our recent peer review). This will need to include penalties for failure to maintain qualifications.

With respect to assurance of learning, the new standards place more emphasis on the role of curriculum management. Assessment does not go away but it is a tool in managing the curriculum. In this discussion it was suggested that there may be value in changing the names of the current Undergraduate and Graduate Committees to something like the Undergraduate Curriculum and Policy Committee (the old name) and the MBA Curriculum and Policy Committee.

We also might want to look at referencing AACSB standards to appropriate items in the college process manual. |