

**UNIVERSITY OF SOUTH FLORIDA ST. PETERSBURG
COLLEGE OF BUSINESS COUNCIL (CBC)
Minutes of October 26, 2011**

Attending:

Karin Braunsberger, Chair
James Fellows
Scott Geiger
Wei Guan
William Jackson
Richard Smith
Christopher Davis

Dean Maling Ebrahimpour, by invitation

The meeting was called to order by the chair at 11:05am. For the first part of the meeting the committee discussed the prior proposals of the Dean about the strategic plan and the maintenance of accreditation review committee (MARC). The CBC also discussed some of the issues brought up at the prior meeting, in particular the USFSP policy on “job abandonment.” The CBC confirmed there is existing USFSP policy on this issue. Due to a previous commitment Dr. Geiger arrived at 11:20am and was not able to participate in all of the discussions prior to the arrival of the Dean. The Dean arrived at 11:40am.

1) The Dean first mentioned that the pre-proposal for the new Master of Accountancy degree had been approved at the first stage of the USF system-wide process in Tampa and was moving forward. However, he said that Norine Noonan, RVC for AA, in recognition of the fact that the accounting faculty had never formally voted on the pre-proposal, would allow the accounting faculty to vote on it now, and if it did not pass their approval, the pre-proposal would be recalled. [Note: In an e-mail vote held by the accounting faculty from 2pm to 5pm that afternoon, Wednesday, October 26, the final vote by the faculty on the pre-proposal was]:

NO	= 5
YES	= 1
Abstain	= 1
Not voting	= 1

John Jewell, as Director of the Program of Accountancy, sent the results to Norine Noonan, USFSP Regional Vice Chancellor for Academic Affairs, requesting that the pre-proposal be withdrawn from consideration at the USF University and System level.

2) The second discussion with the Dean concerned job descriptions for the Associate Dean for Graduate Studies, the Assistant Dean for Undergraduate Studies, and the Director of the Program of Accountancy. The Dean mentioned that he was working on these. Also, the Dean noted that the ARAC (Annual Review and Awards Committee) did not have to do any evaluations of the administrators, as their pay raises were not part of the faculty raise pool. The only exception might be the Director of the Program of Accountancy, and he was going to check on this. It was mentioned by the CBC that the ARAC had never evaluated prior Directors of the POA.

3) The Dean next discussed his plan to have a Leave of Absence form at the college level. This form would require faculty to seek prior approval for any extended absence from their duties. The Dean said that he would send it to the CBC for its review.

4) The next order of business was the creation of the MARC, whose primary purpose will be to review the maintenance of accreditation report to be submitted to AACSB. The Dean wishes this committee to be formed, so that a group of faculty can review the maintenance of accreditation documents. According to the Dean, the primary author of the final AACSB report will be from his leadership team, but it is necessary that a group of faculty look at this report for editing purposes.

After much discussion, an organizational chart was developed at the meeting that depicted the maintenance of accreditation process. See the chart at the end of these minutes. The Dean and the CBC agreed to this process. As shown in the attached chart, the initial reports from the UCAC, GCAC, as well as data from other sources, will be given to the primary author (PA). The PA will then obtain other information from the Dean's leadership team, especially information on budgets, student credit hours, etc. This information, to include assessment information and other important data, will then be incorporated into a final maintenance of accreditation report. During this process the PA will maintain contact with the UCAC and GCAC if more clarification is needed on their reports. During this drafting stage of the process, the MARC has no duties.

After completion of this initial draft, the document will then be forwarded to the MARC, which will consist of 3-5 individuals from the faculty, selected by the CBC. The MARC will review the document for consistency of presentation and suggest changes to the document to the PA so that the PA can finalize the report. The duties of the MARC will be to review the initial report and not act in any way as an author of the document. This process is expected to be completed before the end of the spring semester 2012.

5) The Dean next discussed the need to update the 2007-2012 strategic plan, and to see if this can be updated as a start on the 2012-2017 strategic plan. Professors Fellows and Geiger reviewed for the Dean how the 2007-2012 plan began. There first was a faculty committee that developed the mission, vision, and values statement for the college, which was next sent to the Associate Dean at the time, Scott Geiger, who then led the development of the strategic planning process. The CBC argued that this process, with ultimate responsibility in the Dean's office, was the proper mechanism for the strategic plan.

The Dean felt that the CBC can take the current strategic planning document and see if it needs any updating. In particular some mention should be made of the college plans for a new building. This should only take a few hours, according to the Dean. The CBC felt that any new strategic plan for 2012-2017 will take much more time than this, and would be a major work project. Richard Smith requested that before the CBC proceeds any further on this, the Dean should send us his vision for where he thinks the college should be headed in the next five years. The Dean agreed to do this.

It was the consensus of the CBC, in agreement with the Dean, that if the CBC determines that the 2012-2017 strategic plan will require substantive changes from the current strategic plan, then the CBC will request from the Dean that the entire strategic planning process begin anew.

The meeting adjourned at 2pm.

Accreditation

UGAC

GCAE

Primary
Author

Leader-
ship

Drafting

Reviewing

Ad-hoc
Comte.



