

College of Business Council
Minutes of Meeting

Friday, August 27, 2010, 11:30am, Florida Fish and Wildlife Conference Room

Present: Jim Fellows, Scott Geiger, Wei Guan, Varol Kayhan, Phil Trocchia

Absent with apologies: Rick Smith

Guest: Maling Ebrahimpour

1. Strategic plan of the College:

Maling Ebrahimpour asked the committee to review the strategic plan of the College. The committee will examine, make necessary changes to, and start the implementation of the strategic plan in the 2010-2011 academic year. The committee can either choose to revise the existing plan, or develop a new plan. If needed, the committee will get insights from the community members, other colleges, local organizations, or any other stakeholders to finalize the plan.

2. Committee assignments:

Maling Ebrahimpour asked the committee to finalize the committee assignments and make the committees up-and-running as soon as possible.

3. Graduate curriculum review:

Maling Ebrahimpour told CBC to ask the Graduate Curricula and Assessment Committee (GCAC) to thoroughly review the curriculum and develop the Global Business program.

4. Undergraduate curriculum review:

Maling Ebrahimpour told CBC to ask the Undergraduate Curricula and Assessment Committee (UCAC) to thoroughly review the curriculum of all majors. UCAC will conduct interviews with local organizations – and other stakeholders – to determine the skills needed from our students. Further, UCAC will identify - for each course - the skills required from students to take that course, and the skills (gained from that course) that will transfer to the other courses in the curriculum. UCAC will also seek avenues for developing cross-disciplinary programs that will provide students with skills from different disciplines.

5. Review, tenure, and promotion criteria:

Maling Ebrahimpour told CBC to ask the Tenure and Promotion (T&P) committee and the Annual Review Committee (ARC) to collaborate on developing a set of criteria for evaluating the teaching, research, and service requirements of all faculty. The criteria will be used for both annual reviews, and tenure and promotion decisions. The goal is to have consistency between the assessments made by the two committees. ARC will also develop criteria for teaching and research awards. Maling Ebrahimpour will talk with the members of both T&P committee and ARC to ensure that the two committees are not merging, but rather collaborating. The two committees will also be given the option to create a sub-committee if needed.

6. A new committee:
Maling Ebrahimpur asked CBC to develop a new committee that will deal with corporate social responsibility, and explore ways with which the College's involvement in this area can be increased.
7. First committee meetings:
Maling Ebrahimpour urged CBC to ask committee members to hold their first meetings by next week or as soon as possible.
8. Two new staff:
Maling Ebrahimpour mentioned that the search had started for hiring two new full-time staff: one for career services, and one for assessment. Maling Ebrahimpour asked CBC to utilize these staff to the full extent (when they are hired) to move quickly for the upcoming AACSB review and the implementation of the strategic plan.
9. Number of members on standing committees:
The members of CBC agreed that all committees will be assigned 4-6 members with the exception of T&P committee (which will have seven members).
10. Separation of FDRC:
Phil Trocchia asked the members to vote on splitting the Faculty Development and Review Committee (FDRC) into two separate committees. The committee members unanimously voted for the split. With the new change, the Faculty Development committee will have four members, and the Annual Review Committee will have six members.
11. Approval of the changes:
Scott Geiger suggested that the committee send a notice to all faculty about the CBC's decisions on having 4-6 members on committees, and splitting the FDRC into separate committees. The faculty will be asked to vote on the changes after three weeks of the notice.
12. Suggestions about committee formation:
Wei Guan suggested that committees are formed at the end of the Spring semester instead of the beginning of the Fall semester to make the committees functional when the academic year starts. Further, Wei Guan suggested that the outgoing chair of the committees attend the first meetings to hand the ongoing issues over to the new members. Scott Geiger suggested the governance document be modified to incorporate these suggestions.
13. Advance notice on issues that require faculty vote:
Scott Geiger suggested that the governance document should define a certain amount of advance notice that must be given to faculty on issues that require faculty vote at general faculty meetings.
14. Next meeting:
Committee members decided to hold the next meeting on September 3, 2010. Phil Trocchia will send the meeting time and place to members via email.

15. The meeting was adjourned at 12:30pm