

McCoy College of Business Administration
Fall Faculty Meeting
Tuesday, December 4, 2007
McCoy Hall 233
10:00 a.m.

MINUTES

1. Welcome – Dr. Denise Smart

Dr. Smart commended the McCoy College faculty for a very productive fall semester. The College spent \$481,000 from the McCoy endowment last year to enhance programs, scholarships and research. It has had a tremendous impact on student and faculty endeavors. The 2006-2007 Woods Excellence and Research award was presented to Taewon Suh. Faculty leaving the McCoy College—Wilda Meixner and Royce Abrahamson—were recognized. The College is experiencing growth in the number of applications for both undergraduate and graduate programs.

2. Curriculum

a. MBA Task Force – Dr. Robert Davis

The Task Force addressed previous recommendations and reviewed all aspects of the current MBA program. They are in the process of formulating curriculum recommendations to integrate across disciplines which will be available to the graduate faculty to review in the spring.

b. Undergraduate Curriculum – Dr. Elaine Eikner

The committee conducted a review of the core curriculum and made comparisons with other universities. They are in the final stages of their report and plan to meet with undergraduate faculty in the spring.

3. AACSB – Dr. John McGee

The next AACSB site visit will be in 2011.

4. Committee Reports

a. Assessment Committee – Dr. Mike Keeffe

The Assessment Committee website is available under the Faculty & Staff link on the McCoy College homepage. The Committee is in the process of reviewing two goals. The alumni survey results will be available in March, and the graduating senior survey in the fall. Based on assessment findings, McCoy College students are doing well.

b. Diversity and Ethics Committee – Dr. Bill Chittenden

The Faculty Code of Conduct was distributed and a vote was taken to adopt the Code.

c. Faculty Governance Committee – Dr. John McGee

The committee reviewed and revised the CBAPPSs 2.XX.

d. Graduate Policies Committee – Dr. Gail Zank

The committee reviewed all applications for admission and all requests for graduate course changes throughout the year. Revisions were made to

graduate policies. A graduate faculty survey and the MBA exit survey are also being conducted.

e. Information Technology Committee – no report

f. Research Committee – Dr. Cecily Raiborn

Faculty and chairs were thanked for their work on the journal quality list. The list will be available on the website as well as on TRACS. Brown bag seminars will continue in the spring. An email will be sent regarding an interview training session; please reply if interested. An electronic library of conference diskettes is also being developed.

g. Scholarship Committee – Dr. Karen Smith

A new campaign is being developed to recruit more applicants for College-level scholarships, and applications will be made available on the College website. Applications will still be turned in to the departmental offices. The scholarship deadline has been changed to February 15. Faculty were encouraged to help promote the scholarships in their classes by making announcements.

5. Other Business – Dr. Denise Smart

a. Drop Dates/Incompletes – Dr. Rosie Morris

A template with the drop deadline will be sent by the dean's office for inclusion in syllabi. If a student wishes to drop a class, they must do so via CatsWeb before the drop deadline. Faculty will no longer receive a drop slip, but the student's name will not appear on the final roster. If the deadline has passed, students with extenuating circumstances may appeal to the Associate Dean; however, once final grade rosters have been printed by the Registrar's office, students are no longer able to appeal and must complete the course. Faculty will receive notice from the Registrar's office if a student withdraws, and a grade must be assigned for the course. Consideration should be given to the reason for withdrawal when assigning the grade. More information regarding these policies is located in the new edition of the Faculty Handbook. Incompletes are to be given only if a student is lacking a small portion to complete the class. Students are not able to receive an incomplete and sit in on the class the following semester. After one year, an "I" will become an "F" on their transcript. Faculty were encouraged to require a shorter deadline for completion of assignments.

b. Graduation – 2:00, Friday, December 14

Mr. and Mrs. McCoy will receive honorary doctoral degrees at the ceremony. Please make every effort to attend.

c. College Review Group – 9:00, Friday, January 25

Files are located in the Dean's office for review.

d. Nominations

Muir Excellence in Mentoring Award—to Dean by January 31

Presidential Excellence Awards—to Dean by January 31

Faculty were encouraged to submit nominations since the selections are made from the nominations received.

Faculty were reminded not to give students permission to get into a closed class; students must speak to the departmental offices for approval. The College goal is for all grades to be submitted electronically beginning this fall; see departmental office if assistance is needed. Information about student groups filing an informational return with the IRS was also discussed. Any group needing assistance with this can contact Dr. Morris. Faculty were reminded to keep classroom doors locked after use and exterior doors if the building is closed, and to enforce closed containers and no food in the classrooms.

DTS/cz