Policy Council Minutes
Haworth College of Business

October 17, 2013

Members Present: Kay Palan (Chair), Don Gribbin, Mushtaq Luqmani, Decker Hains, Satish Deshpande, Bob Landeros, Christina Stamper and Ola Smith

Recorder: Cyntia Reeves

Convened: 9:30 a.m.

**Topic:**  
**Discussion:**

*Professor of the Day*  
A date for the Spring POD has been set: March 13th. Palan asked department chairs to work with Jenn Callahan in development in identifying potential POD speakers.

*Learning Outcomes*  
Dave Reinhold has asked each college to submit learning outcomes for each major. Stamper will send out email reminder to department chairs.

*Academic Program Review*  
Stamper passed out a draft of the academic program review and rubric for evaluation assessment practices. She will pass the rubric on to the assurance of learning committee. PC members briefly discussed whether or not this should become a standardized form/rubric used throughout the college. Gribbin suggested we wait until after the AACSB visit because, pending the outcome of that visit, we may want to coordinate this with other processes. Given, though, that all programs will undergo program review in FY15, Gribbin also mentioned using the rubric soon so that everyone is prepared for program review.

*Course syllabi*  
Jody Brylinski has requested that all course syllabi from 2012-2013, both undergraduate and graduate, be sent to her office so that they can review to see which courses have sustainability content. Department chairs were asked to do this as soon as possible.

*DECA*  
Landeros reminded the PC that the DECA conference is on November 13th. Faculty members will attend this recruiting event.

*AACSB Preparation*  
Palan helped to prepare the policy council for the upcoming AACSB review visit. Everyone is encouraged to review the college’s strategic plan, critical benchmarks, and assurance of learning activities. Sample questions were posed and answered.

*Announcements*  
Starting Gate will be moving November 1st to downtown Kalamazoo.