Policy Council Minutes  
Haworth College of Business  

November 20, 2014

Members Present: Kay Palan (Chair), Satish Deshpande, Chris Stamper, Don Gribbin, Mushtaq Luqmani, Devrim Yaman, Jennifer Palthe, Decker Haines, Zahir Quraeshi

Recorder: Cyntia Reeves

Convened: 11:00 a.m.

**Topic:** Discussion:

**Course approvals for 3000+**
The advising office ran a report that shows there are several students taking upper level courses who have not met the requirements to do so. This appears to be happening because faculty members are signing students into classes, perhaps without understanding the policy. Danielle from advising will be following up with the department chairs. Chairs were asked to review this policy at department meetings. The advising office should be contacted before permission is granted.

**Titan Challenge**
The Junior Achievement Titan Challenge is taking place on December 12th at the Fetzer Center and in Schneider Hall. There will be approximately 150 high school students participating in a business simulation competition. FCL faculty will be showcasing the trading room to the high school teachers between 9:15-10:15.

**General Business Major**
UPC has discussed the need to keep the general business major; historically, there are very few students in this major. UPC plans to vote in January and then take it to the faculty for a vote. Because of this pending decision, Stamper communicated with Jody Brylinsky regarding the need to do academic program review of this major. Per Brylinsky, if the faculty approve dropping this major, there is no need to do the program review right now. If the faculty decide to retain the major, then we will have until May 2015 to complete the review.

**BBA Orientation**
Based on feedback from faculty and students, it’s been decided that the BBA Orientation needs to happen prior to students entering the professional program. Consequently, it will now be offered the second semester of the sophomore year. There will be a transition period in spring 2015 as we still need to offer it to those that are entering their junior year that semester.

**4500 Teaching Assignments**
Department chairs shared information and qualifications for potential instructors from their departments. Stamper will now follow up with Landeros and Yaman to determine the instructor for fall 2015.
Professional Writing Policy

Based on chairs’ feedback, Stamper will update the wording in the policy and send out to the department chairs so they can send out to the faculty.

Faculty Qualifications

The FGC offered several changes to the faculty qualifications document, based on feedback from faculty. Deshpande reviewed the changes that FGC suggested. The PC is generally in agreement with the suggestions. Deshpande will edit the document accordingly and send back to the FGC to bring the document to the faculty for a vote.