Policy Council Minutes
Haworth College of Business

December 4, 2014

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

Recorder: Cyntia Reeves

Convened: 11:00 a.m.

**Topic:** Discussion:

**Announcements**

Research supplement - Palan announced that according to the new AAUP contract, all administrators with a faculty appointment will also receive the research supplement.

CV/PAR – If there are faculty members that haven’t turned these in they need to be reminded. This is a contractual obligation.

Enrollment targets for Fall 2015 – Palan shared the college’s enrollment targets for fall 2015. Undergraduate increase of 1.7%, 0% increase for graduate.

Trailblazer Program – Landeros and Hains have identified criteria for this program and will get the information to Stacey Markin so we can start promoting the program after winter break.

Spring all college meeting – Do we need a second meeting? PC agreed that we should not have a meeting unless a relevant issue(s) need to be presented/discussed; no issue clearly identified by PC. Deans will review after winter break and communicate if need or not to FGC.

Summer Camps – if we are going to be offering camps for high school students during summer 2015, these need to be decided ASAP. Deshpande will identify and provide information to chairs about other summer camp offerings on campus.

Haworth Inc. – Palan is putting together a document to share with Haworth Inc. leadership regarding all the ways in which we have been engaged. She asked the department chairs to report any ways in which their faculty/programs have been involved with Haworth.

MBA/MSA Graduation celebration has been canceled because too few RSVPs.
**Academic Program Review**

Deshpande found out there were banner codes (for gen ed courses) we didn’t know existed, and therefore may require their own academic review. He has asked Betsy Drummer to confirm this issue. He also informed the department chairs that they need to fill out the summary statement for each of their reviews and submit this electronically along with the reviews.

**URAs**

Deshpande reminded the department chairs that URAs need to be used for what they are hired, which is to assist with research. He will be sending out a survey to the students at the end of the semester to evaluate their activities and obtain feedback. Cyntia will also be meeting with the office coordinators so that everyone is on the same page as far as the hiring process goes.

**Certificate Programs**

Deshpande mentioned that we have the opportunity to do SHRM certification classes here at the college. It is currently being done at KVCC. Other types of certification programs might also be offered as part of our executive education function. It was discussed that these could be a good source of revenue for departments and that we should look into doing more.