Policy Council Minutes  
Haworth College of Business  

February 5, 2015

Members Present: Kay Palan (Chair), LTC Decker Hains, Christina Stamper, Satish Deshpande, Bob Landeros, Mike Tarn, Mushtaq Luqmani and Zahir Quraeshi

Guest: Jeannine Schaffer (for FCL)

Recorder: Cyntia Reeves

Convened: 10:30 a.m.

Topic: Discussion:

**Average Grade Data**  
Stamper passed out a report that listed the average grades by department level and course level. The overall college GPA is 3.12-3.25 which includes graduate students. Stamper will be sending out an electronic version of the report to the department chairs.

**Student Complaint Process**  
Christopher Tremblay, Associate Provost for Enrollment Management, has asked each college to report to him how student complaints are handled. Per the HCOB department chairs, all follow the same process. Students are encouraged to talk with the faculty member first, contact the department chair if they are not satisfied (who then document the complaint) and then the department chairs make the decision to involve the Dean or the Ombudsman. Stamper will communicate this information to Christopher Tremblay.

**URAs**  
Deshpande surveyed the students who are currently working as URAs. About 70% are happy with their position and the work they are given. There are still a few who are being asked to do grading and other tasks that are not appropriate for an undergraduate research assistant. Deshpande will be reaching out to the department chairs to address this with faculty. Deshpande also made the decision to allow each center director to hire a URA. They are to contact Cyntia once they have someone they would like to hire.

**PDAs**  
Deshpande shared a proposal for a professional development plan for term instructors and a separate proposal for staff. The PC decided to approve both proposals and implement PDAs for term faculty and staff effective fall 2015.
Announcements

Anyone interested in attending a business analytics meeting is welcome. The meeting is Feb 10\textsuperscript{th} in 3368 at 3:30 p.m.

Department Chairs need to send executive education course descriptions to Stacey Markin.

The PC discussed adding a part-time teaching award that considers both teaching and service. Palan reminded the department chairs that term instructors could also be nominated for our faculty awards.

A Trailblazers selection committee needs to be formed. It was suggested that we include Advisory Council members. Palan is going to look into this and work on forming the committee.

It is a possibility there will be budget cuts next year. It will help if our enrollment increases.

Staff Compensation – 1273 employees will be affected by this and 1000 people completed the job tool. Reps from Aon Hewitt will be on campus soon to discuss the next steps with the administration.