Policy Council Minutes  
Haworth College of Business  
July 30, 2015

Members Present: Kay Palan (Chair), Christina Stamper, Bob Landeros, Mushtaq Luqmani, Zahir Quraeshi, Rachael Bower, Devrim Yaman, Betsy Drummer

Recorder: Rebecca Laipply

Convened: 1:30 p.m.

**Topic:**

**Discussion:**

**Major Slip Changes**

The Registrar’s Office is going paperless and they are requiring all advising offices to do the same. This means that there will be no more major slips in paper form. Students are currently using Degree Works to track their program progress, making major forms unimportant. Advising recommends that departments use their Major Flowcharts in the BBA Orientation. Dr. Stamper and Mrs. Drummer plan to attend the departmental meetings in September to familiarize faculty with Degree Works and inform them of the changes.

Another paperless issue that was discussed was substitution slips; department chairs will continue to be personally responsible for providing approval for all substitutions. An email from the chair to the advising office can be included in the student’s file on Degree Works.

**Program Assessment Reports**

Dr. Stamper provided the council with the brand new template for the program assessment report. The intention of this is to report activity across a three-year time frame. The report must be completed for each major. Dr. Stamper will be sending the reports out electronically, and they will be due back to her on October 30th, which will then be forwarded on to the University Assessment Steering Committee by the end of the semester.

**Revising the PAR**

Dr. Landeros created a form version of the PAR and provided the council with a copy. He believes the form will facilitate the collection of strategic plan metrics and AACSB data. Palan encouraged the council to look at it closely and take note of anything they deem necessary.

**Overload Rates**

The current overload rates are based on AQ/PQ designations which are now not in use. A proposed overload rate schedule based on qualified/not qualified status was presented and briefly discussed. Palan will explore the financial implications, if any, of the proposed changes.
before any final decision is made.

Department chairs received a calendar of deadlines related to faculty issues that included a deadline of August 15 for notifying faculty that the application deadline for sabbatical proposals is September 15. The notification deadline does not appear to be contract-based, but is a reasonable thing to do, so chairs were encouraged to remind faculty via email of the sabbatical submission deadline.