Members Present: Kay Palan (Chair), Satish Deshpande, Don Gribbin, Mushtaq Luqmani, Devrim Yaman and Mike Tarn

Recorder: Rebecca Laipply

Convened: 9:30 a.m.

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<th>Topic:</th>
<th>Discussion:</th>
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<td><strong>AACSB Faculty Qualification Standards</strong></td>
<td>Updated versions of standards were discussed, including faculty qualifications. Deshpande’s latest draft of faculty standards was discussed with several suggested revisions being incorporated. Deshpande will revise the document, which will be discussed again at the administrative retreat.</td>
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<td><strong>Academic Program Review &amp; Planning</strong></td>
<td>In a recent meeting, the chairs identified four concerns about the APR&amp;P process, which Gribbin then forwarded to Jody Brylinsky for clarification. Responses: 1) 100% of salaries are to be allocated to academic programs. Chairs can clarify in the comment section that faculty workload includes research time; 2) the professional recognition of instruction/personnel template lists the dates as 2009-2014, but since all of the other data to be reported is from 2009-2013, we can be consistent and report professional recognition for the same 2009-2013 time period; 3) undecided students (no major) will be assigned to departments based on the percent majors in each department; and 4) we can use the terminology “intellectual contributions” instead of “Professional Recognition of Program Instructional Personnel” to be consistent with our AACSB language. As of now, each concentration in the MBA program must have separate program reviews. Palan reported that this issue came up at a recent meeting she attended: the individual codes for the MBA concentrations are not necessary and could be removed by making a curricular request change. Deshpande will explore this further.</td>
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<td><strong>Enrollment/Budget Update</strong></td>
<td>Fall enrollment is down in headcount by just a few students, but still up in credit hours. We are on par to bring in a few more transfer students than last Fall. Graduate information is still unknown at this time. The overall university decrease may be worse than anticipated, which could lead to some budget cuts, but the advisors and Scott VanAvery are working hard to recruit and communicate with students about making sure they are registered.</td>
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**PAR**
The PAR form is being revised for use in every college, although each college can request information specific to its own needs as necessary. Palan shared a draft of the revised PAR and requested any feedback be sent to Deshpande by August 6th. The provost hopes to make this an electronic process within a year. PARs are required by contract, and need to be completed and turned in every Fall by the faculty. The Chairs of the departments will be responsible for making sure their faculty members are completing them. Not completing a PAR could be considered neglect of duty.

**New Scholarship Submission Policy**
There is a new $25 late processing fee policy per student for scholarship awards that are submitted to financial aid after the deadlines. All awards for entering undergraduate students must be submitted by March 1 for the upcoming academic year, and all awards for returning undergraduate students must be made by May 1 for the upcoming academic year. However, there will be exceptions (e.g. study abroad, emergency fund scholarship, etc.) that will not receive the $25 fee. These need to be communicated with Christopher Tremblay in order to be approved and accepted by financial aid.

**Administrative Retreat Agenda Items**
The agenda has been formed for the administrative retreat on Friday, August 8th. Palan will send the agenda out this week. New AACSB standards, online strategy, and FY15 initiatives will be discussed.

**Cooley Affiliation**
Mark Hurwitz (Assistant to the Provost, Arts and Sciences) is serving the role of liaison between WMU and Cooley Law School. The development of a new law studies minor in CAS is in the works, which will help students who wish to study law transition smoothly to Cooley. Making a few changes to the current business law minor was also mentioned, but this will be discussed further in the future.

**International Agreements**
Emilia Liu’s visit to WMU has been arranged to tour Kalamazoo and discuss a WMU-JLUZH 2+2 dual degree agreement and course articulations. Emilia is part of the international education center at the Zhumai College of Jilin University in China. She will be arriving in Kalamazoo on Saturday, August 2nd, touring Kalamazoo and the area on August 3rd, visiting HCOB and HIGE on August 4th, and participating in the business meeting on Tuesday, August 5th. Mike Tarn has arranged the entire visit and will guide her throughout her stay.

**Construction**
The display wall is expected to be done by August 15th. As you may have noticed, some walls are being painted a new teal color, and we will...
continue to paint more walls to add some color to the building. The trading room construction is also on target to be completed by mid-August. A ribbon cutting ceremony/reception will be planned for late September or early October for the public.