UPCOMING DEADLINES:

- Course catalog reviews are due now – give UG to Chris & Grad to Satish
- Returning student scholarship decisions are due May 1

Agenda Item
1. Proposal for e-learning strategic plan – Palan
   - Now that the HCoB E-Learning Task Force has presented their report supporting the development of online and/or hybrid classes, the college needs to develop a strategic plan
   - Each member of the Council was given a template showing the proposed timeline for moving forward with e-learning and the Council members all okayed the plan

2. Departmental and college-wide average teaching evaluations – Palan
   - Palan asked if it would be beneficial to maintain records of average teaching evaluations within departments and across colleges
   - Concerns with teaching evaluations might minimize the value of such records. Response rates on teaching evaluations are varied and can be affected by the grade a student received, the teaching style of the professor, a student’s previous educational influences, and/or the student’s aptitude in the subject matter
   - It was agreed that it is a complicated issue but it is good to know how we are performing so that we can improve where it is needed
   - Smith will take this issue to the Faculty Governance Committee to see what they would like or need

3. Updated Faculty qualification policy – Deshpande
   - A draft of updated qualification policy for faculty and administrators under the new AACSB standards was distributed.
   - The Council members were asked to read over the materials and email back to Satish their suggested changes/ideas/concerns.

4. BUS 1750 teaching for fall – need coverage – Stamper
   - Need coverage for five sections in fall
   - If there are no interested full-time faculty, part-time will be contacted
   - If you know of any energetic, part-time instructors who would be interested in teaching this class online, please let Chris know

5. FYE teaching for fall – Stamper
   - Would like to have 12-14 sections like we did last fall
   - Please let Chris know if you have faculty members who would be interested in teaching one of these sections
6. Summer course cancellations – Palan
   • Need to be diligent on checking courses with low enrollments; decisions will need to be made by April 1 to cancel classes creating a significant revenue loss
   • Summer II is out a bit but should keep an eye on those enrollments, too
   • Deshpande mentioned the Grand Rapid and Detroit grad classes that had issues with enrollment due to pre-requisites that needed to be met
   • Deshpande asked that if there are any grad classes with pre-requisites that could be eliminated – please do so through a curriculum change so that it will be easier to fill these classes

7. Laptop usage – Deshpande
   • We are no longer using the Novell server. We now have to log into our laptops with our Bronco Net ID.
   • Giving out Bronco Net ID and password to unauthorized users creates serious security risks and is a violation of university policy
   • Storing such items as personal photos, homework of kids, etc. on your WMU computer is a violation of licensing agreements
   • We are also noticing files being inappropriately stored on laptops (not encrypted and/or not on server)
   • Please have Ralph come to one of your Department meetings so that he can explain the usage restrictions to your faculty and staff

8. Summer Camps - Stamper
   • Christopher Tremblay is working on consolidating the summer camps across the campus
   • The information sheet handed out at the Council meeting gives examples of the various camps offered by WMU
   • The 3rd page of the info sheet shows how the camps will be promoted
   • The 4th page shows a comprehensive list of all the camps available University wide

9. University Recruiting Efforts – Stamper
   • Media has been purchased for March and April for recruiting and will be featured on television, cable, and online
   • There will be an online chat in late March where HCoB will be a participant-- Juan is putting this together and it will be conducted by Scott Hennessey
   • There are Go West billboards up in the area and there will be a national ad during the basketball game today (3.20.14)
   • Update on Recruitment Officer – advising will interview five candidates for this position
   • A second Assistant Director position has been added in Advising with the focus to be on BBA orientation, major slips, BBA admissions, entrepreneurship processes, etc.; Danielle Field has been hired for this position
   • Geralyn in the Career Center had an appointment with American Axle and they want to become Premier Partners
   • There are 10 Grab The Rein visits in the next two weeks with 10 more to be scheduled
   • Continuous recruiting efforts