Policy Council Minutes
Haworth College of Business

August 18, 2016

Members Present: Satish Deshpande (chair), Steve Newell, Ola Smith, Mushtaq Luqmani, Mike Tarn, Bob Landeros, Jim DeMello

Members absent: LTC Jack Morgan

Guests: Cindy Wagner, Stacey Markin, Bob Reck and Betsy Drummer

Recorder: Cyntia Dawson

Convened: 10:00 a.m.

**Topic:** Discussion:

**PARs**
Cindy Wagner showed the group the new google form that will be used for completing the PAR. Becca will be sending an email to the faculty with the link and instructions the first week of classes. With the new form there is the option to save and finish later but you need to make sure you click “send me my responses.” Information will be saved year to year so it can be updated but the email will need to be saved with your responses.

CVs and PDAs are submitted to Becca at the same time as PARs.

Department chairs should be sending faculty qualification forms to Steve. Becca will be adding the part time faculty to the list.

**Magazine**
Stacey Marking asked for story ideas for the next magazine. The theme will most likely be Transition and Change. If you have story ideas please send them to Stacey at any time.

**University visual campaign**
Stacey Markin showed the PC the new visual campaign for prospective students. Chris Hunt will be coming to the all college meeting to share it will the college and give more details.

**ISM Graduate Certificate**
Bob Reck shared information about the graduate certificate and Master of Science program the ISM team is working on. Reck and the other ISM faculty will be getting in touch with department chairs to discuss courses they would like added to the curriculum.

**Transfer Credit Approvals**
Betsy Drummer confirmed that all CBDRO approvals should be taken care of by the appropriate department chairs.

**Faculty workload**
Deshpande reminded department chairs that an email needs to be sent to all faculty before the start of the semester. Reports are due in October.

*Note: Meeting time is changing to 11a-12:30p beginning September 15th.*