Policy Council Minutes  
Haworth College of Business  

November 12, 2015

Members Present: Kay Palan, Christina Stamper, Satish Deshpande, Don Gribbin, Bob Landeros, Mushtaq Luqmani, Mike Tarn, Devrim Yaman, Zahir Quraeshi, LTC Decker Hains

Recorder:  Rebecca Laipply

Convened:  9:30 p.m.

**Topic:** University Policy for Inviting Int’l Visitors to WMU (Palan)  

**Discussion:** Dean Palan wanted to remind everyone that if you plan on inviting an international visitor to WMU, you need to vet them through the OVPR office and have them cleared to make sure their school is not on the watch list. If the university violates that requirement, i.e., hosts a visitor who has not been cleared, that can result in an FBI investigation. Palan will send the policy out to the chairs.

**Topic:** Hiring Int’l Faculty Members (Palan)  

**Discussion:** Similar to the university policy for inviting international visitors to WMU, everyone needs to make sure they understand and follow the guidelines concerning hiring an international faculty member or researcher. Palan will send this policy out as well.

**Topic:** Non-disclosure agreements for Student-Company Projects (Palan)  

**Discussion:** Palan discussed an issue that came up earlier this semester regarding student-company projects. The University’s legal counsel has advised us that any faculty member who requires student-company projects for their class need to put a statement in the syllabus stating that as a requirement for the class, the students may need to sign a non-disclosure agreement with the company. Making students aware of this possibility prior to or at the beginning of a course gives any students who might object to having to sign such an agreement the option of not taking the course or working out an alternate plan with the instructor in the case of a required course. Palan will obtain a written statement cleared by legal counsel that chairs can communicate to their faculty to use.

**Topic:** KVCC update (Palan)  

**Discussion:** KVCC now has their university center set up, has an agreement with Davenport, and is working on agreements with Ferris State. KVCC’s President, Marilyn Schlack, has indicated her desire to the provost to maintain a strong relationship with WMU. KVCC will be allocating office space on their campus for WMU to set up a permanent office.
There are also discussions underway to have WMU offer some courses on site at KVCC. HCOB has a 2+2 agreement ready to sign with KVCC formalizing the option for KVCC students to easily transfer all of their credits into WMU and have them count towards the BBA degree; in practice, this is already possible. Palan encouraged the chairs to reach out to their counterparts at KVCC to establish contacts and relationships that benefit students who transfer to the business college.

**University strategic plan feedback (Palan)**

There is a university strategic planning transition committee; Steve Newell is HCOB’s representative on this committee. The committee requests feedback from faculty regarding the current strategic plan. The chairs were encouraged to obtain this feedback and pass it on to the committee by the end of the semester. Palan has been informed that there is a template for this feedback—she will check on this and distribute to department chairs.

**HCOB Strategic Planning Committee**

There is a trend now among AACSB accredited business schools to have standing strategic planning committees that are responsible for updating and monitoring strategic plans on a routine basis. To date, HCOB has relied on an ad hoc committee for these purposes. However, we will now establish a standing committee. The Faculty Governance Committee has considered this and communicated to the dean that this committee would not be a faculty governance-related committee, therefore, the Dean will set up the committee. The next step will be identifying faculty to sit in on the committee, which will be discussed with the chairs.