Policy Council Minutes  
Haworth College of Business  

January 7, 2016

Members Present: Christina Stamper, Satish Deshpande, Don Gribbin, Bob Landeros, Mushtaq Luqmani, Mike Tarn, Jeannine Shafer, Zahir Quraeshi, LTC Decker Hains

Recorder: Rebecca Laipply

Convened: 8:30 a.m.

**Topic:**  
**Discussion:**

*Announcements*  
Stamper made an announcement that Stacey Markin needs the Chairs’ new edits for the departmental PR material as soon as possible.

The Chairs also need to have the Professor of the Day information to Becca Laipply by Monday, January 11th, or as soon as possible.

LTC Hains wanted to let everyone know that the Military Ball will be held at the Radisson on Saturday, February 13th. He plans to send out the invitations soon.

*Duration of Final Exams (Gribbin)*  
Gribbin received an email from a student regarding the time slots for final exams. The student was involved in a situation where the professor allowed one hour and fifteen minutes for the exam rather than the full two hours, and wondered if there was a policy on this. The council agreed that as long as the professor communicates with the students about the time frame for the exam ahead of time, there is no issue.

The final exam policy is also located on the Registrar’s Office website.

Another concern that was discussed was professors giving final exams the week before final exam week. The Provost requires that class is held during finals week, whether it is for an exam or a class meeting. It was suggested that this be a topic of conversation during departmental meetings to make sure everyone is doing this.

*Textbook Support for Hardship Cases (Gribbin)*  
Gribbin wanted to discuss hardship cases in which students contact their professors and departments saying that they cannot afford the textbook and/or access code for the class, and what, if anything, departments are allowed to do for them. Stamper mentioned that for the last two years, the Dean’s Office has given out emergency fund scholarships to students who complete the hardship application with the advising office,
which then needs to be approved by financial aid stating that the student has exhausted all other aid. If applications are approved, the Dean’s Office works with the bookstore to provide textbooks for these students. Gribbin will follow up by contacting Betsy and sending the policy to his faculty.

**Medallion Competition (Stamper)**

Stamper reminded the council that the Medallion competitions are coming soon (Saturday, January 23rd and 30th). The first Haworth College of Business Medallion reception will be held on Friday, January 22nd beginning at 5:30pm in the Dean’s Conference Room, followed by the second reception on January 29th. 1-2 faculty representatives from each department need to attend the reception for at least the dinner portion to be available to students. The dinner portion should start at 6:30pm and end around 8pm. We are anticipating 10-20 students per section. Stamper will provide more information at the end of next week regarding major interests of the students who plan to attend.

The showcases on Saturday are no longer serving lunch. The anticipated time for the showcases will be 1-2:30pm on January 23rd and 30th. Each department will have a table as well as a general business college table.

Stamper announced that the Medallion competition will be moving to the Fall semester in the future in order to get more information out to our best students earlier in the decision process.

**All College Meeting Update (Quraeshi)**

Quraeshi provided an update regarding the All College Meeting topic that was discussed at the previous Policy Council meeting. He sent an email to the governance committee asking for opinions on what they would like to see and discuss at these meetings in the future, how often they should be held, etc. Based on the inputs received so far from members of the governance committee, recommendations underscore that the All College Meetings should focus on important issues for which faculty participation and input is necessary (i.e. get faculty involved in decision making). The meetings should include active participation and feedback. Faculty have a lot of commitments and activities going on already, so email could also be utilized to send out important informational items rather than holding a meeting. This would ensure that all faculty members receive such information. Stamper stressed that Dean Palan will need to weigh in on this; she also suggested that it may be helpful to ask faculty what they consider to be “informational items”. The underlying theme that was discussed was that there needs to be more interactive engagement, facilitating faculty inputs on major issues at the All College Meetings.