### Policy Council Minutes
**Haworth College of Business**

**March 17, 2016**

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

Recorder: Rebecca Laipply

Convened: 2:00 p.m.

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<th>Topic:</th>
<th>Discussion:</th>
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<td><strong>Condition of the Building (Landeros)</strong></td>
<td>Dr. Landeros provided the council with pictures of damage to some of the signs in Schneider Hall, particularly outside of the women’s bathroom, and trash overflowing. He also mentioned there were complaints of bad smells in a classroom and issues with the condition of the walls. Palan said that we will be doing painting and touch-ups of classrooms, and will find out if conference rooms will be included in this. The University is also supposed to be supplying us with new recycling bins which has not happened yet. This is an issue that will be looked into.</td>
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<td><strong>Locking Classrooms in Case of Active Shooter (Landeros)</strong></td>
<td>Dr. Landeros brought to the attention of the council that some faculty are still concerned about not being able to lock their classroom doors from the inside in case of emergency situations. Palan stated that she appreciates the concern, but unfortunately there is nothing we can do. Every classroom will automatically lock if an alarm goes off in situations like this. There is also some sort of device you can purchase to slide over the arm at the top of the doors that will lock it in place. Though it may not be allowed without approval.</td>
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<td><strong>Alternative Teaching Schedules/Summer Teaching College Policy (Landeros)</strong></td>
<td>Dr. Landeros asked whether there are limitations on faculty members who are on an alternative teaching schedule (e.g., teach fall semester and Summer I) for teaching an additional two classes during Summer II. Palan stated this is not prohibited by contract, however, the faculty member should be aware that teaching two classes during Summer II means that s/he would not be able to teach the following Summer I session (assuming that the faculty member is returning to a traditional teaching schedule).</td>
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Dr. Stamper wanted the council to be aware of the challenges with the scholarship committee this year. The process is as follows: students apply online, and the committee is comprised of faculty representatives from each department, and Scott VanAvery and Chris Stamper sit on the committee as non-voting members. Faculty are supposed to read through the students’ application materials and provide rankings for their top 20 students. Once the Dean’s Office receives the rankings, a spreadsheet is compiled with points for each student, then students are matched to the scholarships. Overall, the committee, with the exception of one person, did not do the rankings correctly and the data could not be used.

Stamper asked the council if they thought this was too much to ask from faculty, and if determining college-level scholarships should be handled solely though the Dean’s Office. The consensus was that faculty should have input in scholarship decisions and should be part of this process. Therefore, by the end of the semester, the Chairs are required to appoint committee members for next year so everyone is ready to go once Fall 2016 begins; chairs should make sure that appointees are committed to being engaged with the process.

The PC also discussed the possibility of using an electronic system to simplify the process of going through student applications, which would decrease the burden on committee members who can have as many as 150 applications to review. Stamper will look into this.

Dr. Stamper provided the council with a spreadsheet detailing fall 2016 courses and the distribution of scheduling days and times for each department. It appears that some departments are scheduling more classes on Tuesdays and Thursdays during the day, which is problematic due to classroom availability and students having a difficult time registering for the classes they need because of overlap. It was suggested that it might be a good idea for the administrative assistants from each department to get together to communicate with each other about scheduling.

Dr. Stamper encouraged the Chairs to take a look and make sure classes are balanced between days and times so students can get into the classes they need, and make sure there are no conflicts between required courses.

Palan introduced the idea of centralized classroom scheduling for the college, and how it could be beneficial. One staff member would be responsible for sitting down with Chairs during scheduling time, where
Scheduling for College (Palan) they would lay out all the classes/sections that need to be taught, specific pedagogical needs/ faculty requirements, etc., and work together to coordinate scheduling across the college. The benefits of this approach include 1) ensuring maximum use of Schneider Hall for business courses; 2) ensuring availability of required courses across departments; 3) balancing the day/time issues discussed by Stamper; and 4) decreasing the burden on departmental admins. A couple of other colleges also do centralized scheduling, so there is a precedent for going to this kind of scheduling model.

Several PC members agreed that this could be a beneficial idea, and will need to be explored/discussed more in the future before making any decisions.

Office for Pre-College Programming (Palan) Palan announced an initiative by the Provost’s Office to establish an office for pre-college programming, which would centralize and organize all of the programs aimed at high school students offered across the university.

WMU VOIP Instrument Relocation Requirements (Palan) Palan emphasized that office phone numbers are assigned based on the office, not the individual person. When moving to a different location, some people are inclined to take the phone and number with them, which can then cause issues if not reported to OIT—e.g., in an emergency, if someone dialed 911, help would go to the office assigned to that phone, which might not be where the emergency is actually located. The University suggests it is best to not move phones when an individual moves offices, But if someone wants to do this, they must notify OIT and arrange to move the voicemail box.

Assessment of MBA Concentrations (Deshpande) Dr. Deshpande mentioned that the Provost says we must have learning objectives for each MBA concentration. By the end of the semester, a report needs to be sent to the Provost showing how the concentrations will be assessed: what makes the concentration unique? What is the common body of knowledge that a student will have with this concentration? The college needs to show there is a demand and a need for these concentrations, and how they are being managed and improved. The criticism was that we have all these concentrations, but we are lacking ownership of them. The departments also need to be more involved in promoting the concentrations and recruiting.

Additional Qualified Journal Dr. Gribbin requested that the journal Strategic Finance be considered for addition to the qualified journal list. The council saw that this
journal was very similar to others that were qualified, particularly with acceptance rates and quality scores. The council passed the request with 5 yeas and 3 abstentions.