Minutes
Coles College Executive Committee
April 21, 2011

Attendees:
Present: Sheb True, Govind Hariharan, Kathryn Epps, Tim Blumentritt, Kat Schwaig (Chair), Keith Tudor, Hope Baker, Jane Campbell, Nancy Prochaska, Amy Woszczynski, Mandy Brooks, Brett Katzman
Excused: Rick Franza
Not present: Bruce Clements
Guests: Diane Hickey, Director of Reporting and Compliance; Donna Bertrand, Director of Procurement; Kim West, Associate V. P. for Enrollment Services and Registrar; Flora Devine, University Attorney and Special Assistant to the President for Legal Affairs; Steven Gay, Veronica Trammell and Lectra Lawhorne, all from ITS

The meeting commenced at 2:04 p.m.

Introductions
Kat opened the meeting by introducing Amy Woszczynski who will serve as Interim Assistant Chair of Information Systems, as Rick Franza assumes the role of Interim Chair of the Information Systems Department while continuing as Chair of the Management and Entrepreneurship Department. Kat continued with the introduction of Nancy Prochaska in her new role as Assistant Chair of the Department of Management and Entrepreneurship, and Brett Katzman, who will serve as Assistant Chair in the Department of Economics, Finance and Quantitative Analysis (EFQA) as Govind Hariharan assumes the dual roles of Executive Director of the India, China, America Institute while remaining Chair of the Department of EFQA.

Business Services Update (Handouts)
Diane Hickey discussed new initiatives which included online travel management services, travel expense form and mileage rates, food approval process, among other issues. She also reviewed ongoing projects, including the ePro/SciQuest implementation and training and customized workshops for Colleges and Departments. Donna Bertrand summarized the FY 2011 year end Procurement deadlines, stressing that adherence to deadlines is critical to the successful closing of the fiscal year.

FERPA (Family Educational Rights and Privacy Act of 1974) (Handout)
Kim West, Registrar, said that he is attending meetings at all campus Colleges/Schools to explain the importance of FERPA, a federal law that sets forth requirements regarding the privacy of student records. Veronica Trammell, Steven Gay and Lectra Lawhorne of ITS talked about the ways in which ITS is collaborating with Mr. West and his quest for maintaining confidentiality of student records, such as developing workshops regarding desktop security, a FERPA online tutorial, and initiating a new software package, Identity Finder, among other initiatives. Flora Devine is involved in this goal as well and discussed Georgia’s Open Records Law and which records are not open for public
inspection or copying. Mr. West closed the discussion session by asking that should anyone receive a subpoena, it be immediately forwarded to Legal Affairs.

**Upcoming Advisory Board Meeting**
Kat said the spring meeting of the Coles College Advisory Board would be on Friday, April 29, following the All Boards Day Breakfast hosted by President Dan Papp. She said there will be a restructuring of the Board in that they will select an Executive Committee and become self-governing. Kat said the Proposed Charter, developed by the Board Governance Subcommittee, is on the agenda for the meeting on the 29th, for approval by members in attendance. Kat added that the desired outcome from the restructuring is more engagement from Board members.

**AOL**
Hope Baker discussed and asked for input on the following:
- Approval of a formal document for Course Coordinator Guidelines – A proposed document, entitled “Michael J. Coles College of Business Course Coordinator Guidelines”, a document designed to promote consistency across all sections of a particular course and support assurance of learning (AOL) requirements, was distributed.
- CCOB requirements for common syllabus for core courses – some core courses do not have a common syllabus or a common set of topics specified. She asked for input on this from those present.
- AOL update – handout entitled “Update of AOL Activities” distributed.

**Approval of Sick and Vacation Time in Etime**
Kathryn Epps said she had been told by Brad Smith in Payroll, that Chairs were expected to approve faculty etime when faculty members themselves had not approved their entries. Kathryn said she was not comfortable with this procedure and asked for input from other Chairs present. After discussion, it was determined that Kat would bring up this issue at the next Academic Deans’ meeting.

**Elections for Staff/Faculty Awards, End of Year Meeting**
Kat took nominations for awards. She said she would email those members not in attendance and ask for their nominations as well. She will then email the Executive Committee asking for a vote.

**Other**
Jane Campbell said enrollment numbers for summer school and the coming year are down. She added that with the cost increases and the changes in the HOPE grant, enrollment numbers could decrease more.

**Next Meeting**
Thursday, June 16\(^{th}\), 2:00 p.m. Location TBA.

The meeting adjourned at 3:40 p.m.

Submitted by Sue Steensrud, Secretary to the Dean.