SUMMARY NOTES
COLES COLLEGE EXECUTIVE COMMITTEE
NOVEMBER 18, 2014


Dean Schwaig welcomed everyone and thanks were extended to the entire group for their hard work and involvement in preparation of the AACSB visit. The report was extremely positive and stepping forward we will be conducting our business very strategically and thinking about our processes in the college most effectively and efficiently.

Lisa Duke spoke about opportunities to become more engaged with the community through our memberships, especially with area chamber offices. Your help in participating along with your departments members provides a valuable presence offering expertise to their organization. It is important to get faculty in front of these groups for speaking opportunities and earn their trust as a “go to” reference point.

Rick Franza reminded the committee of the process plan for upcoming annual reviews. All reviews must be completed by Friday, March 13, 2015. Faculty qualification/justification is very important on annual review summary sheets. Also, regarding the workload document, some issues that need addressing are: need to be more specific in defining qualifications, make engagement explicit, and may need to create two different sets of workload tracks.

Kathryn Epps shared a brief AACSB overview in stating that AACSB will be moving toward being completely electronic. Everyone is looking for the process to change, so be prepared for this transition.

Dean Schwaig closed the meeting with a consolidation update and thanked the undergraduate advising team for their work. It is important to communicate who we are and what we are about.

With no further business, the Dean adjourned the meeting.