**Summary Notes**

**Coles College Executive Committee Meeting**

**August 25, 2014**

**Attendees:** Hope Baker, Jane Campbell, Traci Carte, Robin Cheramie, Rich Clune, Kathryn Epps, Amy Henley, Brett Katzman, Kat Schwaig, Keith Tudor, Raj Veliyath

Dean Schwaig welcomed everyone and began the meeting with a brief overview of the AACSB team visit planned for October. Please be prepared and keep your calendar open October 13 for this important visit. The 2014 Fifth Year Continuous Improvement Review Report has been completed and sent to the team members for their review. The Dean is extremely pleased with the report and in the spirit of overall strategy we need to watch closely faculty qualifications and percentages. Faculty qualifications need to hit percentages every single semester. Please focus on your departmental strategy as we move forward and how we influence Digital Measures calculations. As we tighten qualifications, let's be intentional on how we will address the future.

Consolidation efforts were discussed and the Coles College has a team working on addressing particular students’ needs and getting them smoothly transitioned. Most of the university wide questions are being addressed by Dr. Valerie Whittlesey. Things are moving forward and several decisions are still in play. Encouraged to finish in a timely manner, Southern Polytechnic MBA students are being advised by Dr. Sandra Vasa-Sideris on a one-on-one basis. Matters regarding tuition at the new University are still undecided.

Physical office space at The Coles College has become a concern and future planning needs to take place. Dean Schwaig and Dr. Franzia met with Mr. John Anderson, Assistant VP of KSU Facilities Services. He is drafting a plan to build executive cubicle space where faculty that work primarily from home and come in for meetings and teach, could have a space to work from temporarily. If faculty elect to utilize hoteling space in lieu of having an office, a possible incentive could be a technology allowance. This helps the university to increase the opportunity for state allocated building funds.

With no further business, the meeting was adjourned.