I. **Call to order**
   J. Herbert called to order at 1:07pm on April 17, 2017

II. **Attendees:**
    Dean Schwaig, J. Herbert, M. Caylor, T. Miller, X. Huang, T. Kolenko, and D. Lester

III. **MOTION:**
    Motion to approve March 6, 2017 minutes made by J. Herbert; seconded by T. Kolenko and T. Miller; all in favor

IV. **Discussion:**
   a) Dean provided handout of Coles College of Business’s Organizational Chart
      i. T. Pieper stepping down and R. Veliyath leading DBA for now
      ii. S. True working on accreditation now and helping with website transition
      iii. L. Duke operational tactical aspects
      iv. H. Baker in this particular position for a while now
      v. L. Malgerie moving back to teaching
      vi. J. Smallwood working with Career Planning & Development
      vii. There is an opportunity to take the Hughes Program to the university level and be able to tap into university resources
      viii. Career Planning & Development assisting with coaching demands
      ix. J. Campbell transitioning back to teaching
      x. New staff position being announced soon
      xi. A. Henley acquiring MBA & WebMBA
      xii. R. Veliyath and A. Keefe to work together on strategy for EMBA
xiii. K. Epps to assume college level responsibilities such as diversity committee based upon survey completed 3-4 years ago on the campus climate

xiv. J. Cochran will report to H. Baker and work on operational side of accreditation and continuous involvement with chairs

xv. H. Baker to own scholars program

xvi. ABBA – IS Department brought to Coles - dean T. Currin and dean J. Preston primary responsibilities are to differentiate KSU from the rest of the market and develop strong leadership with departments on the Marietta Campus. There is the hope of getting STEM funding in the Education Department

xvii. Conversation with Coops and Internships going well per D. Lester

xviii. R. Ali to run nomination process for Adult Learning Committee

xix. Dean stated that all chairs are to distribute goals to their departments

xx. Dean to communicate her goals by the end of the year

xxi. Dean stated currently there are no limits at KSU on terms for deans and chairs

xxii. Website migration to take place in the new few weeks

xxiii. X. Huang presented Adult Learning Committee handout – to be discussed next semester

V. MOTION: J. Herbert motioned to adjourned the meeting at 2:07pm; seconded by T. Kolenko and T. Miller; all in favor

Minutes submitted by: L. Oder