Coles Faculty Council  
December 6, 2012

In Attendance:  
Debbie Lester, Samia Siha, Rick Franz, Radwan Ali, Tom Miller, Tim Mathews, Jim Herbert, Kat Schwaig

Approval of Minutes  
One correction was noted; the letter B should be added to AACSB in the last paragraph. T. Mathews moved to approve the minutes as corrected. R. Ali seconded; motion passed.

Dean Schwaig presented a financial review and discussed the different sources of funding, the Coles College budget and requests for new funds. Discussion took place about getting this information to faculty. R. Ali will set up a Brown Bag Lunch for Dr. Schwaig to make this presentation to any interested faculty. In response to a question about mergers, K. Schwaig indicated that there are no current discussions about additional mergers.

Progress of Workload Guidelines: Document to be reviewed and it should be to deans/chairs in January. It should be ready for faculty to approve at the end of year meeting. An open forum was suggested.

Strategic Planning Committee Update: Dr. Franz shared that the committee has had lively discussion and is busy working on:  
1-updating the mission statement.  
2-determining our "areas of distinction." A survey will go out to faculty to assist with this part of the plan.  
3-an internal capabilities audit. What can we leverage? What are our capabilities?

A consultant will be brought in during spring semester to assist with the strategic planning process. They will attempt to have it completed by the end of the academic year and want to make sure and structures it so that it is easy to measure and update.

Ideas for the Coles recognition and awards process  
R. Ali presented a compilation of ideas (attachment A) to improve the recognition efforts of the Coles College. A total of 7 faculty awards is proposed, as well as suggestions to improve the selection process. CFC members are requested to take this back to your faculty and get their input.

Modification of the textbook policy  
T. Miller reported that this policy covers more courses than originally anticipated. After initial research, magnitude of the job is greater. He distributed a handout (attachment B) to clarify the
policy and list the courses affected. CFC members are asked to continue considering this policy. Does it make sense? Does it need work? This item will be on next month's agenda.

Search Committee for Coles Associate Dean
D. Lester reported that the CFC will be added to the agenda to have lunch with the candidates for Associate Dean of Academic Affairs.

Other Business
D. Lester received an email regarding the review process for Dean Schwaig. Three need to serve on the committee. T. Miller moved to accept D. Lester, S. Siha, and R. Ali as representatives to the review committee. T. Mathews seconded. Motion passed.

Meeting adjourned at 4:58p.m.

Recorded by L. Bauer, December 6, 2012,
Approved February 7, 2013 by CFC
Ideas for the Coles recognition and awards process

Per Dean Schwaig’s initiative, Interim Associate Dean R. Franza visited the College Faculty Council meeting on October and November 2012 and asked the group to explore, design, and implement a new process to help the College recognize effort and celebrate success.

Currently, the College emulates the University and recognizes four faculty accomplishments via four (4) awards:

1. Distinguished Teaching Award;
2. Distinguished Research Award;
3. Distinguished Service Award; and
4. Distinguished Professor Award

Current Process
The recognition is done by the help of the College R&D Committee, chaired by Don Amoroso. Faculty members are invited to submit applications; after interested faculty members submit their respective paperwork, the R&D Committee reviews, meets, and make recommendations for winners. Each of these winners has an opportunity to apply for the corresponding University level award that is given during the Opening of the University ceremonies in the Fall.

In order to address this task, we should start by addressing the following question: Who should be tasked with the recognition decision-making? I can think of three relevant groups: the current R&D Committee, the CFC, and the FRC. Since, the FRC group is the authority on T&P measure, that group can be a leading candidate. Moreover, I think that collaboration between the CFC and FRC will provide a more robust representation. I suggest discussion between D. Lester (CFC Chair) and J. Paul (FRC Chair).

As for the awards, I believe that adding more recognition categories will be helpful as our College continues to grow. Accordingly, I suggest the following new categories (numbering continues from the list above):

5. Faculty Entrepreneur Award
This recognizes a faculty member who demonstrates excellent level of business-community relationships that promotes the name and mission of the Coles College of Business.

6. Innovation in Teaching Award
This recognizes a faculty member who continuously implements new classroom approaches for undergraduate teaching.

7. Applied Research Award
This recognizes a faculty member whose research is being used in the marketplace.

Suggestions for the winner-selection process:
1. Leave in place the R&D committee but decrease the departmental representation from 2 members to 1 member. That will minimize bias.
2. Include the Associate Dean for Academic Affairs in the selection process.

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3. Assign a person in the Dean's office to receive the applications/works to blind-copy before reviews.
4. The person in the Dean's office will send the blinded applications/work to the Committee for review, ranking, and voting.
5. The results will be sent back to the person in the Dean's office who in turn will send to the CFC and FRC chairs.
6. The CFC and FRC chairs will report the results to the Dean/Associate Dean, and write letters accordingly.
Coles College of Business Policies Common
Aspects of Undergraduate Core Courses November 6, 2012

Text

The same text should be used in all sections of a Coles College of Business undergraduate core course in a given term.

- The Department should establish a policy for periodic review of the common text (i.e., whether to continue to use or change the text).
- In most cases, the same text should be used for at least two terms to reduce startup cost and faculty inconvenience.

Syllabus

The syllabi for all sections of a Coles College of Business undergraduate core course in a given term should reflect at least 2/3 commonality, with the remainder reserved for faculty discretion, subject to the following exception: The Department may require levels of commonality higher than 2/3.

"Department" refers to the academic department responsible for a Coles College of Business undergraduate core course.

The Coles College of Business undergraduate core courses are shown below.

Lower Division Business Core (AREA F) (21 Credit Hours)

- ACCT 2100 - Introduction to Financial Accounting
- ACCT 2200 - Introduction to Managerial Accounting
- BLAW 2200 - Legal and Ethical Environment of Business
- ECON 2100 - Principles of Microeconomics (hours counted in General Education)
- ECON 2200 - Principles of Macroeconomics
- ECON 2300 - Business Statistics
- IS 2200 - Information Systems and Communication

Upper Division Business Core (21 Credit Hours)

- ECON 3300 - Applied Statistical and Optimization Models
- FIN 3100 - Principles of Finance
- IS 3100 - Information Systems Management
- MGT 3100 - Management and Behavioral Sciences
- MGT 3200 - Operations Management
- MGT 4199 - Strategic Management
- MKTG 3100 - Principles of Marketing