The February 2012 meeting of the Coles CFC was called to order at 1:04 PM, 2/28/12, BB 270.

Members present: Bruce Clements (accounting), Deborah Lester (marketing), Radwan Ali (information systems), Timothy Mathews (economics & finance), Kurt Schulzke (accounting, at large), Jim Herbert (marketing), Tom Miller (management)

Review of Coles College Dean

The recently completed annual review of the Dean of the Coles College of Business was discussed, including the process of selection of members of the review team and the evaluation instrument.

Selected members of the CFC reviewed the evaluation results as a group and then met with the University provost to discuss evaluation results. Review team members noted that the evaluation results were positive.

Several CFC members expressed concern regarding the evaluation instrument including the types of questions and method of compilation of results. Specific questions were raised regarding (1) the selection of this instrument for evaluation of the Dean, (2) the administration process, i.e., who administers the instrument and the cost paid for administration and (3) whether this instrument is mandated for use by the Coles College and if a separate instrument can be used either in place of this instrument or in addition to. It was suggested that the CFC work with the Dean’s office to obtain background information and to offer potential changes to the evaluation instrument.

Action items: from Dean’s office, obtain information regarding (1) search instrument information (company / cost / contract information…) (2) alternative search instruments (feasibility)

Dean Search Committee

The search process for the new Coles College dean was discussed including the selection process for members. A member noted that the head of the search committee is the Dean of the College of Education (Arlinda Eaton) and members from Coles College departments, appointed by the department chairs. Questions were raised about the composition of the committee and the role of the CFC in the dean search process including whether the CFC should have a more active part as a group representing the Coles College faculty as a whole. A member indicated that each representative from the Coles College on the search committee is in effect representing the faculty.
Action items: (1) Radwan Ali will send a list of search committee members to the CFC membership, (2) the method of selection of search committee members will be determined.

Followup: After the meeting, Radwan Ali forwarded the university email describing the Dean search process (see attached), the use of Parker Executive Search who will conduct the information gathering part of the search, including interested candidates. The search committee members are:

Aniruddha Bagchi, Tridib Bandyopadhyay, Lisa Bauer, Jane Campbell, Robin Anne Cheramie, Dana Hermanson, Thomas Hughes, Brett Katzman, Terry Loe

Online BBA Committee Bylaws

The proposed Online BBA Committee Bylaws prepared by Justin Cochran were submitted for initial review by CFC members. Several general concerns were expressed related to the committee.

(1) How the Online BBA committee was formed within the Coles College Bylaws, i.e., what is the process for forming a new committee within the bylaws? Should the bylaws be changed regarding formation of new committees?

(2) The method of selection of faculty representative members for this new committee. The draft language indicates that the “faculty representative from each department will be appointed by the department chair. The department chair may decide the process for determining this appointment within their department.” (see attached draft) A suggestion was made that the DFC appoint committee members or authorize the department chair to make the selection. (see suggested revisions)

(3) The authority of the Online BBA Committee, i.e., will the committee’s role be strictly advisory or will the committee possess powers to mandate actions by faculty teaching in the online program or specific online courses, such as certification requirements. A member noted that the university currently has certification requirements for online instruction and that the committee would not require separate certification.

Action item: before a vote is taken regarding approval of the committee, offer suggested revisions of parts of the bylaws to change the selection process of committee members from the department chair to a process to be determined by the DFC.

Mentoring of new / part-time faculty

A concern was expressed by a member regarding the mentoring and peer review of new faculty, including part-time faculty. In particular, questions were raised concerning the level of support provided to new faculty and whether a more formal mentoring / support / review process should be established with the Coles College. Several members from various departments
indicated that their departments currently have an (informal) mentoring / peer evaluation process in place and that in their view, no new college-wide process is needed.

Next meeting: March 27, 2012 (1:00 PM)

Action item: meeting room will be reserved

Meeting was adjourned at 1:55 PM.

Minutes approved March 27, 2012
Online BBA Committee Bylaws - Draft

Online BBA Committee

A. Role and Purpose: The Coles Online BBA committee exists to evaluate improvements, recommend initiatives, and advise leadership on methods to improve quality of the Coles Online BBA. The committee’s role will be advisory only.

B. Membership: The Coles Online BBA committee consists of the following eight members:
   i. Online BBA Director
   ii. Associate Dean for Undergraduate Business Programs
   iii. One full-time faculty representative from each of the 5 academic departments.
   iv. One at-large representative selected based on expertise and availability, selected by the Online BBA Director and approved by the existing Online BBA committee.

C. Member Appointment or Selection
   i. The Online BBA Director (Committee Chair) and the Associate Dean for Undergraduate Business Programs will be permanent members of the Online BBA Committee.
   ii. The faculty representative from each department will be appointed by the department chair. The department chair may decide the process for determining this appointment within their department.
   iii. The at-large representative will be selected by the Online BBA Director, and approved by the existing Online BBA Committee.

D. Service Guidelines
   i. Each non-permanent representative shall serve a three-year term after the first cohort, which will serve staggered terms as determined by the Coles Online BBA committee.
   ii. Due to the limited number of faculty in most departments teaching online, committee members can serve multiple sequential terms.

E. Operation: The Coles Online BBA Committee will meet a minimum of three times per academic year.
   i. If a member cannot attend a meeting, they may appoint a proxy to attend. A proxy shall not count toward a quorum.
   ii. Faculty/administrators that are not members may bring agenda items directly to the committee when faculty representatives are not used. These agenda items must be submitted at least two weeks prior to the meeting.
   iii. The committee will follow the meeting standards of the Coles College.

F. Voting: While much of the operation of the Coles Online BBA Committee will be information gathering and strategizing, some policy changes or recommendations will come from the committee. For policy changes, the rules are as follows:
   i. A quorum shall consist of at least 6 of 8 committee members and is required for any vote.
   ii. A policy will be approved with a simple majority vote.
   iii. In the event of a split vote (4-4 or 3-3), the committee chair will cast the deciding vote.
Suggested revisions

A. Role and Purpose: The Coles Online BBA committee exists to evaluate improvements, recommend initiatives, and advise leadership on methods to improve quality of the Coles Online BBA. The committee’s role will be advisory only.

C. Member Appointment or Selection

i. The Online BBA Director (Committee Chair) and the Associate Dean for Undergraduate Business Programs will be permanent members of the Online BBA Committee.

ii. The faculty representative from each department will be appointed through a provision to be determined by the DFC. The department chair may decide the process for determining this appointment within their department.

iii. The at-large representative will be selected by the Online BBA Director, and approved by the existing Online BBA Committee.

University email announcing Dean search (Jan 26, 2012)

Dear KSU Community:

We are launching the search for the Dean of the Coles College of Business and have engaged Parker Executive Search to assist us in our efforts. The Dean Search Committee met with Parker Executive Search on January 24, 2012 to discuss the search process, position requirements, and time line. For your information, initial round interviews are planned for mid April 2012 with the intent of conducting campus interviews at the end of April 2012.

We strongly encourage you to take part in the process by submitting nominations and recommendations to Parker Executive Search. Confidential review of materials will begin immediately and continue until the appointment is made. It is preferred, however, that all nominations and applications be submitted prior to March 16, 2012. Please submit all nominations to:

Katie Bain, Vice President
Parker Executive Search
Five Concourse Parkway, Suite 2900
Atlanta, Georgia 30328
770-804-1996, ext 108
kbain@parkersearch.com

Dean Search Committee members include:

Aniruddha Bagchi
Tridib Bandyopadhyay
Lisa Bauer
Jane Campbell
We greatly appreciate your input regarding this important search.

Thank you,

Arlinda Eaton
Chair of Search Committee
Dean, Bagwell College of Education
Kennesaw State University
1000 Chastain Road
Kennesaw, GA 30144
770-423-6117