Department of Economics, Finance & QA
Department meeting minutes
May 10, 2016

Attendees: Lucy Ackert, Aniruddha Bagchi, Hope Baker, David Bray, Billie Ann Brotman, Dimitri Dodonova, Murat Doral, Ken Gilliam, Rebecca Glawtschew, Govind Hariharan, Rongbing Huang, Xiao Huang, Brett Katzman, Alison Keefe, Zeynep Kelani, Amine Khayati, Vivian Kirby, Ladd Kochman, Jesse Liebman, Xuepeng Liu, Leo MacDonald, Timothy Mathews, Stefano Mazzotta, Mikhail Melnik, Huan Ni, Luc Noiset, Mike Patrono, Jomon Paul, Gabriel Ramirez, Patty Robertson, Abhra Roy, J.C. Bradbury, Ben Scafidi, Jesse Schwartz, James Tompkins, Roger Tutterow, Penny Verhoeven, Vic Wakeling, Cyndi Sweitzer

Absent: Frank Adams, Bruce Bryant, Nick Buonamia, Flavia Burton, John Como, Ann Gillette, Randy Goodwin, Marcus Marktanner, Phil Mayer, Tom Miller, Faisal Mirza.

- The meeting began at 2:35 PM
- Brett Katzman opened the meeting and minutes were approved from February 8, 2016
- Dr. Katzman led the discussion with Faculty elections and mentioned that Tim Mathews is current Elections officer for our Department. Tim Mathews passed out ballots for elections. Voting was for:
  - Coles FRC (3 year term) Tim Mathews won.
  - Coles GPCC (2 year term) Leo MacDonald won.
  - Coles RDC (2 year term) Aniruddha Bagchi won.
  - Coles Strategic Planning (3 year term) Tom Miller won.
  - Coles UPCC (2 year term) Mike Patrono won.
  - EFQA-DFC (3 Year term) Jomon Paul won.
- Dr. Katzman discussed the new department website. Dr. Katzman mentioned that the current website is basic and if anyone would like a link added, to let him know.
- Dr. Katzman mentioned that the department hired new faculty, which will be starting in the Fall semester and teaching Quant and Economics classes. He then introduced another new faculty member-John Bradbury, joining us from KSU, Department of Exercise Science & Sport Management, and that he is a Professor of Economics.
• Dr. Katzman asked faculty to contact him as soon as possible if anyone gets complaints from students and to get him as much information about the situation so that he is prepared if the student contacts him. Dr. Katzman mentioned that there is a new system in place, in which students can file grade appeals and complaints online and that this will be fully documented. Hope Baker mentioned that the form will not be submitted unless the student uploads the class syllabus. Dr. Katzman also added that if faculty is not in violation, the appeal will not be honored. He also mentioned that Academic Affairs needs to keep track for their records and also for SACS reasons.

• Dr. Katzman mentioned that there are Federal regulations in process, but that they have not passed as of yet, but once passed he will provide a guideline for faculty. He said that if a syllabus is posted online and a vision in paired person cannot read it, this is a problem. Hope Baker mentioned that there is a software that can do this. Dr. Katzman said that the Federal Government-Department of Education will send out rules and that when he receives those, he will send to faculty. He also mentioned that Luc Noiset is the Faculty Senator.

• Dr. Katzman mentioned FERPA and told faculty not to post student grades for classes as this is a violation, and that they should only post grades on D2L where students cannot see one another’s grades. He also said that faculty should not discuss student grades with anyone other than the student. He said that students must give permission in writing to release their Academic information. He mentioned that release’s within University correspondence to faculty/administrators is OK.

• Dr. Katzman discussed Government Relations. He said that Stefano Mazzotta, Roger Tutterow and Ben Scafidi interact with government and that Academic Affairs now wants the information they pass on, shared with their department.

• Dr. Katzman discussed Merit raises and said that there will be a 3% raise this year-Per Dr. Papp. He said that across-board averages cannot be given and that there is only a certain pool of money to pass out. He went on to describe the process he uses to assign these raises and encouraged anyone would like to discuss further to just ask him about it.

• Dr. Katzman mentioned Override procedures and that when a student asks the faculty for an override, they should first ask why type of override that they are in need of, and if other than closed class overrides, faculty should direct them to the Advising office. If it is for a closed class, faculty should let students know that faculty members have no ability to do give an override and the student should be directed to: (http://coles.kennesaw.edu/coles-overview/schools-and-departments/connect-econ.php), the online form on our department website that goes directly to the Department Chair for review. He mentioned that faculty should never tell the student that is ok with them and to go to the Department Chair. Dr. Katzman also mentioned that a decision will be made a few days before drop/add and not before then. Faculty
then asked that Dr. Katzman send a link out to the faculty at the beginning of each semester to remind them of the Override process.

- Dr. Katzman mentioned that all committee meeting minutes are to be posted online and that faculty should send those to him so that he can post them.

- Dr. Katzman discussed Econ 1100 and mentioned that the course is now Econ 1000 and is (2) credit course hours. He said that every business student has to take Econ 1000 and Econ 2100 and that if faculty teaches the Econ 1000 course, they will now receive 2 credits to their workload. He mentioned that the title of the Econ 1000 course if different and will start in the Fall semester.

- Dr. Katzman mentioned that the College is moving towards taking overload teaching out, except for MBA and DBA modules and that programs like WebMBA will begin being taught in-load in the near future.

- Dr. Katzman discussed Internships/Jobs and mentioned that Patty Robertson is now in charge. He said that students can take internships for class credit. He mentioned that if faculty have any students that are inquiring to send them to Patty or Dr. Katzman. He mentioned that students are getting better jobs, and that faculty should let Dr. Katzman know of students getting the good jobs and where the job is located/name. Dr. Katzman also mentioned that AACSB has new requirements to post where students are being placed and what their salaries are on our website.

- Dr. Katzman mentioned Software/Data purchasing process and that there is a new process with new requirements and that is anyone interested in buying software/data should contact Jomon Paul and the new review committee before coming to the chair.

- Dr. Katzman then addressed travel. He mentioned that Dr. Schwaig informed all that we lost $800,000 in student fees, but that we did receive most back in permanent funds to help, but that we could get less. Dr. Katzman said that this will affect travel for faculty and students and that travel could be restricted. He mentioned that the department can pay for some travel, but possibly not all and that it has in the past.

- Dr. Katzman mentioned that faculty should not give any information to the General Bookstore off campus, as they do not have rights to our information. He mentioned that faculty should deal directly with our campus bookstore, should they have questions.

- Dr. Katzman discussed Alumae/Panel Event. He mentioned that the Management department has a panel to discuss finding student jobs and that now it is being advised for all of the departments to do the same. He mentioned that our department can invite
3000-4000 level students to attend. Dr. Katzman also mentioned that the college will have a mixer with all disciplines. He said that Paul Riemann is in charge of this.

- Dr. Katzman discussed Journal Rankings and that there is talk of determining Journal rankings at the college level. He is strongly opposed to this. He also mentioned that there are new versions of the ABDC and ABS lists. He mentioned that faculty should visit with the DFC or Dr. Katzman if they should want to discuss further.

- Dr. Katzman then congratulated all faculty that won awards today.

- Dr. Katzman mentioned that the annual reviews went well this year and that our department is always the first to finish. He mentioned that our faculty were well organized and that the documents are turned in on time for review. He said that the Dean’s office appreciates it and it makes us look good.

- Dr. Katzman talked about the Five Year rolling research rule and that this counts only for publications. He said that journals spread out over time and is a 5 year rolling research rule. He mentioned that every year, faculty should upload to Digital Measures.

- Dr. Katzman then discussed Summer teaching. He mentioned that all other departments went to a maximum of (2) per semester and that he is trying for (3) per semester. He mentioned that it could become a rule in our department too, but that he is trying to avoid that at all costs. He also stated that enrollments are picking up and that the Registrar’s office opens on Thursday, May 12th. He mentioned that (9) student enrollment is needed for graduate courses and that (15) are needed for undergraduate courses.

- Dr. Katzman mentioned that some faculty are not submitting their teaching preferences on time and that they might not have a class to teach in the summers if it continues. He also mentioned that records of submissions are being kept.

- Meeting adjourned at 3:41 PM