

Department Minutes/Notes

August 25, 2010

10:00-11:40 am

Attending (12): Dr. Thomas Gainey (Chair), Dr. Mary-Kathryn Zachary
Dr. Faramarz Parsa, Dr. Douglas Turner, Dr. Brad Prince
Dr. Robert Pearce, Dr. John Upson, Dr. Joan Deng
Dr. Leanne DeFoor, Mr. Jeff Rooks, Ms. Samantha Dukes
Ms. Liz Runyan

Not Attending: Dr. Erich Bergiel, Dr. David Hovey, Dr. William Lankford

1. ESCEM in France – Opportunity for collaborative research

- Dr. Zachary, Dr. Bergiel and Dr. Upson will tentatively represent our department during this trip.
- Once more information is known about the trip, faculty member may be asked to provide Dr. Zachary with a summary of their research interests.

2. AACSB Assessment Results (Management and Business Law Field Test Results)

- Field test results for Management and Business Law were distributed and reviewed
- Any changes to the assessment questions should be submitted before November 1, 2010
- The RCOB Assessment website was reviewed (rcobfs / rcob1601)

3. Department Assessment (Management and MIS Learning Goals)

- Go to the Management home page <http://www.westga.edu/~mgmtbus>
- Click on Major Learning Goals <http://www.westga.edu/~learningobj.htm>

4. Spring 2011 Class Schedule

- Second Draft dated 8-23-10 was distributed
- Questions/concerns/changes –
 - o change MGNT 4640 to MGNT 4630
 - o Move MGNT 4630 to 7 pm slot to avoid conflict with MGNT 4625 section and allow more flexibility

5. Library Book Allocation

- Total Library Allocation \$950.00 (reduced again from \$1800.00)
 - o Faculty can submit their online requests through the Library website or give the request to the office Admin for submission

6. Tenure & Promotion Schedule

- Dept Committee comprised of all tenured dept faculty (Zachary, Prince, Parsa, Turner)
Committees members will vote internally to elect Committee Chair

- Faculty identified
 - o Dr. Joan Deng – Promotion & Tenure
 - o Dr. Erich Bergiel – Promotion & Tenure
 - o Dr. John Upson – Third Year Review
 - o Leanne DeFoor – Third Year Review
- Vote for two tenured faculty to serve on the RCOB Promotion and Tenure committee
 - o Votes tallied – Dr. Zachary and Dr. Turner will serve AY 2010/11

7. Recruitment Update (j. Upson – strategy position / T. Gainey – lecturer positions)

- Strategic Management position – 59 applicants
33 interviewed at Montreal Conference by Dr. Upson
Candidate pool reviewed and narrowed down to 11
Information on all 11 provide to committee representative (Upson/Prince/Zachary)
- Goal - references on 11 candidate completed by Sept 6
- Start interview process late Sept/early Oct
- Finalize search early November 2010

Discussion regarding vacant Dept position (Anderson's) and how this affects the Dept structure/teaching/funds

- Using adjuncts to cover classes for AY 2010/11 – long term effects for course coverage?
- Department should dept form a task force to address the ramifications of fewer tenure-track faculty.
 - o Dr. Turner, Dr. Zachary & Dr. Parsa agreed to serve on Task Force
 - o Dr. Gainey will Inform Dr. McIntyre of Task Force and its purpose.

8. E-Tuition Purchases (Equipment Checkout/iPads)

- Dr. Prince and Dr. Upson thanked for their work on internal technology committee
- List of IT equipment available for faculty to checkout will be sent to via email by Liz R.

9. "N" Courses (student comments regarding on-line courses)

- Discussion on how to continue to improve online instruction

10. Five Year Reports/Record Retention (Liz Runyan)

- Individual Faculty vitas will be printed using Digital Measures. Reports will be distributed to faculty for corrections/revisions.
- Journal articles will be collected using information given by faculty in their annual merit report submitted in March/April 2010
- Records Retention information handout given to faculty. Detailed instructions will be sent to faculty via e-mail on the records destruction process (how to). Location of Records Retention manual will be sent along with handout (via e-mail)