

Culverhouse Leadership Team Meeting

Minutes

February 16, 2017

Attendees: Dean Kay Palan, Senior Associate Dean Halbesleben, Dr. Sam Addy, Dr. Jim Cochran, Dr. Brian Gray, Dr. Dave Heggem, Dr. Rich Houston, Dr. Will Jackson, Prof. Joyce Meyer, Dr. David Mothersbaugh, Dr. Eric Williams, Mrs. Kati Hardemon (serving as recorder)

Dean Palan called the meeting to order at 2:30 pm in the Dean's Conference Room.

1. **Center for Law and Business-** Dean Palan informed the group that the Law School's Dean, Mark Brandon, has raised the idea of creating a Center for Law and Business based on alumni interest in such a center. Dean Brandon is interested in the opportunity to develop this project and possible support from the Culverhouse alumni. The Leadership team was concerned with the issue of control in the Center as well as the Law school's definition of "business." There was also discussion of groups that would be interested in this project, such as the JD/MBAs. Dean Palan will keep the team apprised of any further development with this project.
2. **Commencement Marshals-** Dr. Heggem informed the group that Culverhouse's graduation ceremony will take place on May 6, 2017. Because we have moved to a ceremony without any other colleges, there will need to be four commencement Marshalls for this event. May's Marshals will be from Management and Marketing, and Dr. Heggem will need the names of the marshals by March 10. The August commencement will require marshals from Accounting and ISM and December's commencement marshals will be from EFLS, although it is unclear if there will need to be four marshals or two for August and December. There was also discussion on the number of faculty who attend the ceremony and how to increase this number. It was mentioned that in the faculty handbook, faculty members are expected to attend commencement, Dean Palan will look into ways to encourage faculty attendance.
3. **Student Workers-** It is vitally important that the departments are ensuring that employment paperwork (including I-9s) for student workers is completed before they begin work, not doing so violates federal regulations and can carry a large fine. It is also very important the student workers are working the correct amount of hours (20 or less) and recording all of their time worked. The Leadership team was asked to monitor this issue in their departments.
4. **Review of Specializations** – Dr. Halbesleben indicated that most of our current specializations have never been approved by the Alabama Commission on Higher Education (ACHE) and some of these specializations do not actually fit the ACHE definition of a specialization. Dr. Halbesleben proposed a way to re-classify our specializations as concentrations, minors, and certificates to better fit the requirements of ACHE with relatively few actual changes to the

curriculum. These changes will also make advising easier and allow specializations to appear on student transcripts. Departments will be asked to review their specializations and any changes will be submitted to FEB for approval.

5. **Departmental Administrative Positions /Summer Support.** - Dr. Halbesleben thanked the department heads for sharing information about their departmental administrative positions and summer support. He will follow up with them with a few questions meant to understand consistency in the duties and compensation of positions with the same title. He mentioned that faculty members who were offered guaranteed summer support when hired will receive a letter about their support and will not need to apply for those funds separately.
6. **Annual Evaluations for faculty** – Dean Palan reiterated the need for a transparent policy that is consistent across the college and includes service. She presented a draft process to serve as the basis for discussion. The proposed process would include a more clear evaluation of service and an annual meeting with department heads to review performance during the current year and develop a plan for the following year. This process encourages understanding of what is expected of a faculty member and how they will be evaluated. Several points of clarification were discussed; the leadership team is going to review the proposed process and will discuss it further in a future meeting.
7. **Announcements**
 - OIRA is requesting that faculty members post their syllabus online and is offering training to aid in this process. It is important to upload the syllabus through the online system for many reasons: if there is a dispute only the online OIRA version will be the accepted, the online version contains links to policies in the syllabus and they will be automatically updated within the online system.
 - The assessment committee will meet on February 17, 2017 to determine what is needed for their report and will gather information from department heads as needed.
 - Dr. Gray shared a spreadsheet that estimates MBA student flow based on expected graduation dates for students including STEM to help department heads plan course offerings.
 - Faculty recruitment is going very well, with 20 positions filled and five offers out to candidates (updated as of 2/22/17). We are asked for regular reports of our progress from the Provost; we will be working through some changes to workflow to help make reporting a little easier.
 - The building committee will begin touring other business schools on February 20, 2017 to gather information for our new building.
 - Dr. Palan will meet with the Provost to discuss the organizational structure of the college and to discuss the new associate dean positions and the director of diversity and

inclusion. The director of diversity and inclusion position will be open to both faculty and staff to apply.

- Katherine Wallman, Chief Statistician, United States Office of Management and Budget, will be on campus April 31, 2017. Dr. Cochran asked departments to encourage students to attend her presentation.
- We will be interviewing a candidate for the director of strategic communications position on Monday, February 20, 2017.

The meeting was adjourned at 4:30 pm by Dean Palan.