

## Leadership Minutes

May 18, 2017

Dean's Conference Room

2:30 – 4:30 pm

Attendees: Dr. James Cochran, Dr. Brian Gray, Dr. Jonathon Halbesleben, Dr. Dave Heggem, Dr. Rich Houston, Dr. William Jackson, Dr. James King, Dr. John Mittenthal, Dr. Ed Schnee, Dr. Kay Palan and Mrs. Kati Hardemon – serving as recorder.

Dean Palan opened the meeting and asked if there were additional items to be added to the agenda. Dr. Jackson added an idea for a new system to manage online overrides for on campus students. Dr. Heggem mentioned that this can be done and suggested that John Baker be contacted in the Technology group to begin the process. The group then moved onto the additional agenda items.

1. AACSB Pre-Visit Recap – Two members of the AACSB review team were recently brought onto to campus in preparation of the AACSB visit in 2018. The team reviewed documents such as our revised policies and strategic plan.
2. New Building Programming – The Programming Stage for the new building is complete. The building will likely be around 85,000 square feet to include 26 classrooms, corporate conference rooms, a catering kitchen, student collaboration spaces as well as space for our the Insurance Hall of Fame and Alabama Business Hall of Fame. The next step will be to seek approval from The University of Alabama Board of Trustees.
3. Offices Moves – With the incoming faculty in the Fall there are a large number of office moves taking place. These moves have been carefully laid out in phases by the Dean's Office will need to take place on schedule. The faculty are being moved into offices where they will be close to other faculty who are working on the same programs.
4. Annual Evaluation Reports- Annual CBA Evaluations reports are now built into the Digital Measures system. They are available for Department Heads to review.
5. Promotion and Tenure Process – For the next cycle of Promotion and Tenure, the College will be using the Digital Measures System. Training will be provided for faculty going through the process. The process of soliciting external reviewers will start in July.
6. Upcoming in the 2017-18 Academic Year – A curriculum review of undergraduate programs and the MBA Program. In addition, we will work on implementation of the approved Strategic Plan, prepare for our AACSB Accreditation visit, and we will make adjustments to Faculty Handbook to include new policies that were passed in 2016-17. In reference to Faculty Hiring we are hoping to set up a clearer workflow for the hiring process.
7. Announcements –
  - The Leadership Council will be contacted about setting up the Leadership retreat.
  - A new Senior Communications Specialist will be arriving in August. We are currently searching for additional development officers for the next fiscal year.
  - We have requested new faculty positions for next year and hope to receive at least 7 new positions, most of the people we have identified for new hires are at the Associate Level. The anticipated posting date for these hires is August 1.

The meeting was concluded at 4:30 pm.