Kate Tiedemann College of Business: College
Council Meeting Minutes

Kate Tiedemann College of Business (KTCOB)

1-1-2014

College of Business Council Annual Report: 2013-2014

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Recommended Citation

University of South Florida St. Petersburg. College of Business. College Council., "College of Business Council Annual Report: 2013-2014" (2014). *Kate Tiedemann College of Business: College Council Meeting Minutes* . 91.
http://digital.usfsp.edu/ktcob_college_council_minutes/91

USFSP College of Business
College of Business Council
Annual Report for 2013/2014 AY

MEMBERS: Tom Ainscough, Tom Carter, Chris Davis, Bill Jackson, Grover Kearns (Chair), Dan Marlin, Todd Shank

MEETING DATES: 8/27/13, 9/10/13, 9/17/13, 10/15/13, 1/16/14, 2/20/14, 3/20/14

ACTIONS:

Grover Kearns was elected chair to replace Dan Marlin, outgoing chair (8/27/13).

Committee appointments were not complete and Kearns and Marlin worked to complete those by the 9/10/13 meeting.

Approved **ACG 5001** MBA Essentials Class (9/17/2014).

Kearns created data collection forms to establish a baseline for measures in the COB 2013/2017 Strategic Plan. These were sent to individual areas of responsibility. The results were collected and assembled to provide a baseline for future evaluation of performance.

A number of changes to the **COB Governance Document** were proposed (see detail attached). These were approved by the faculty at the 1/24/14 COB Faculty Meeting and faculty voted to make the changes effective immediately.

Created new **Faculty Qualification Guidelines** (see detail attached). These were approved by the faculty at the 3/21/14 COB Faculty Meeting.

Committee appointments for COB and Campus standing committees were made for the 2014/2015 AY. The new spreadsheet was posted to COB Faculty Resources page.

RECOMMENDATIONS:

Dean Maling indicated he would like to eliminate Area Coordinators. Further, the Dean has indicated he would like to centralize all class scheduling (Bob and Felicia would perform the scheduling). While this sounds like a reduction in workload it could lead to confusion for all areas. The CBC recommends maintaining class scheduling with the individual disciplines.

The CBC recommended the following organizational changes to the faculty as a way to streamline the committees. There was brief discussion but no vote.

1. Combine the COB Undergraduate Curriculum & Assessments Committee with the COB Graduate Curriculum Committee.
2. Combine the COB Tenure & Promotion Committee with the COB Annual Review and Awards Committee.

The CBC recommended the following organizational changes to the faculty as a way to streamline the committees. Although faculty had indicated interest in an earlier meeting, this action failed by a hand ballot at the 3/21/14 meeting.

3. Create three departments with department chairs and staff. The duties of scheduling and annual reviews would be assumed by the chairs. The T&P, ARAC and Area Coordinators would be dissolved. The groupings would be:
1. Program of Accountancy and Business Law (11 faculty including new hire)
2. Dept. 2: Management, Marketing, Entrepreneurship, Global (14 faculty)
3. Dept. 3: Finance, Information Systems, Economics (15 faculty)

SERVICE:

Discussion about committee appointments led to the following points:
a. The CBC seeks an equable distribution of service workloads.
b. The current workloads are excessive and efficiencies should be sought.
c. The problem is exacerbated by special assignments by the Dean and the USF System.
d. Committee appointments are not a realistic indication of overall workload because of special assignments and the difference in workloads between committees.

The discussion led to the recommendations to the faculty for committee consolidation and the formation of three departments (above). None of the recommendations were adopted.

STRATEGIC PLANNING:

Kearns stated that Dr. E. had asked the CBC to begin looking at the strategic plan. Three things must ultimately take place: (1) establish baselines for the measures, (2) align the plan with any major changes in the AACSB guidelines, and (3) align the plan with any major changes of the USFSP strategic plan. The baseline measures were collected from individual areas of responsibility and will serve as a base for measuring future performance.

CHANGE IN NON-BUSINESS CREDIT HOURS:

Under revised AACSB guidelines fewer credit hours MAY be applied to non-business courses. The total now is 48 credit hours which makes and additional six hours available for either business or non-business courses. Kearns brought this to the attention of the faculty and suggested that the hours be allotted to each discipline to be used in the best interests of that area's students. There was no vote on this recommendation.

SUMMER 2014 SCHEDULE:

Dean Maling approached Kearns and stated that there was a shortfall in the USF System budget and only profitable classes would be taught during the summer sessions. In the 3/20/14 CBC meeting, Kearns discussed the problem with the members. The individual committee members agreed to work within their separate discipline to insure summer schedules were profitable. Kearns agreed to send each member a spreadsheet by discipline with the current summer schedule and the revenue and costs for each scheduled class.

Kearns stated that he did not agree with how overheads were calculated for the costs. First, overheads were applied as a percentage of the salary whereas, in reality, overheads were fixed per class and did not vary with the salary. Second, Tampa and Sarasota do not include overheads in calculating the profitability of the course. Third, revenues did not reflect the true revenue generated by the class as a significant portion was first allocated back to the campus. Thus, the class was only credited with a portion of the tuition.

Proposed Changes to the Governance Document (Approved at 1/24/14 COB Faculty Meeting)

1. Change to make appointment of committees consistent with time of appointments

The governance document was previously changed to have committee appointments made at the end of the spring semester. However, the language under Membership of Standing Committees, 2nd paragraph, reads:

(1) "After formation of the CBC, the Chair of the CBC will ask for nominations …"

Proposed change:

"During the spring semester, the Chair of the CBC will ask for nominations …"

2. Service Assignments for Assistant Professors

Assistant professors are normally assigned to one college or campus committee. Service loads are minimized in order to allow time to conduct research towards tenure. Requests to assistant professors to accept additional service assignments places them in an awkward and possibly untenable position. To avoid such situations, under the heading "Standing Committees of the College of Business Council" at the end of (1) add:

"Assistant professors will be appointed to one committee. Any additional requests for service assignments for assistant professors must be presented to the CBC for approval."

3. Correct error

Under the heading "Standing Committees of the College of Business Council" in (3):

Change "USFSP Faculty Council" to "USFSP Faculty Senate"

4. Establishing Quorums

The COB Governance Document states:

"Two-thirds of the CBC's voting membership constitutes a quorum. An affirmative vote by a majority (over 50%) of a CBC quorum is binding to the CBC."

Committees of smaller size have difficulty achieving quorums. Extended service assignments has resulted in meeting time conflicts which can result in reduced attendance and inability to vote on issues when attendance is less than two-thirds. For example when you have a committee of 5 at least 4 members must be present to have a quorum. For this reasons, the CBC proposes changing the requirement to sixty percent (60%). This will allow quorums for attendance of: 3 of 4, 3 of 5, 4 of 6, 5 of 7 etc. The governance document would be changed to read as follows:

"Sixty percent (60%) of the CBC's voting membership constitutes a quorum. An affirmative vote by a majority (over 50%) of a CBC quorum is binding to the CBC."