Provisional School Council Minutes for May 9th, 2016

Elected School Council Attendees: Patricia Abril (BSL), Second Vice Speaker; Shirley Dennis-Escoffier (ACC); Sandro Andrade (FIN) for Brian Barrett, First Vice Speaker; Howard Gitlow (MAS); Linda Neider (MGT), Speaker of the Council; Phil Robins (ECO); Robert Plant (BTE) for Sara Rushinek; Arun Sharma (MKT); and Karoline Mortensen (HSMP) for Steven Ullmann

Ex-officio Attendee: Eugene Anderson (Absent)

Secretary of the Council: Mrs. Blanca Ripoll

Guests: Andy Leone, Vice Dean for Faculty Affairs; Anuj Mehrotra, Vice Dean for Graduate Business Programs; John Mezias, Chair, SBA Budget and Facilities Committee; and Tallys Yunes (MAS)

The School Council Meeting was held in the Strauss Conference Room at the School of Business Administration from 1:00pm – 11:00am.

A. Comments from the Speaker

Speaker Linda Neider announced the vote for the recent departmental School Council elections and congratulated Brian Barrett (FIN), Shirley Dennis-Escoffier (ACC), and Howard Gitlow (MAS) on their re-election for another three-year term. The Speaker also noted that the Faculty Senate unanimously passed a resolution to have the preferred parking issue delayed until more input was solicited from faculty next fall.

B. Approval of Provisional Agenda

The meeting's provisional agenda was unanimously approved with the amendment that the curriculum items (item number 7) be moved to the first item after 'old business' allowing Tallys to leave for another appointment.

C. Approval of the April 1, 2016 Meeting Minutes

The minutes were unanimously approved with no changes.

D. Old Business:

1. Ballot form for Bylaw Change: SBA Standing Committee on Promotion and Tenure.

Council members discussed the latest iteration of a new proposed bylaw for the SBA Standing Committee on Promotion and Tenure that proposes having each department elect a (full) professor from the department to serve on the committee. This will increase the representation of faculty on the committee, and should aid in
the discussion process. Council members were still concerned that there was no provision in the current proposal for elected representatives who may not be able to physically attend the deliberations. It was also felt that having the material distributed at least 15 days before the proceedings was too long a period, and that the time frame should be changed to 10 days. Given the importance of this legislation, and the fact that bylaws need to be passed by 2/3rds of the quorum, it was moved, seconded, and passed unanimously that the document be sent back to the ad hoc committee for consideration. Following the committee’s revisions, a ballot will be developed so that faculty can vote on whether or not this new bylaw should be approved.

2. Ballot form for Part IV, Faculty Appraisal Process.
At the last regular faculty meeting, Howie Gitlow and Chet Schriesheim presented Part IV of the proposed Faculty Appraisal Process that entails using peer committees to assist department Chairs with assessing each faculty member for compensation consideration during the spring semester. Such a process does not preclude the Dean from using his/her own advisory process, if desired. It was noted that faculty have already approved Parts I-III of the Faculty Appraisal Process which involves having the appropriate faculty meet each fall to give colleagues feedback on their respective performance in research, teaching, and service with concrete suggestions for improvement.

Given that some departments are small, it may not make sense for the Department Chair to put together a peer committee to assist in making compensation decisions. If they wish to do so, however, they could convene a committee of faculty with overlapping interests from other areas within the school. Given the size differences between departments, however, Council members suggested that before the proposal goes to the faculty for a vote, the wording should be changed to give more flexibility to the Chairmen by revising the language to state: “Department Chairs may choose to convene a review committee…”

After making this change and other grammatical corrections, the Council voted unanimously to send Part IV of the Faculty Appraisal Process to the regular faculty for their deliberation.

E. New Curriculum Proposals/Changes

1. Management Department Changes to the major and minor in Entrepreneurship
A total of 8 changes were proposed for the major and/or minor in Entrepreneurship (see attached for specifics). All changes had been unanimously approved by the regular faculty within the Management Department and were also approved the Standing Committee on Undergraduate Business Education. Council members reviewed the changes and then made a motion, which was seconded, and unanimously approved, to accept all changes as listed.
2. **MAS Department proposed cognate in Business Analytics**

The MAS department, with the approval of the Standing Committee for Undergraduate Business Education, submitted a proposal for the STEM cognate area in Business Analytics which would include completing at least 3 courses (9 credits) from a list of 6 MAS existing undergraduate classes. The cognate is intended to provide cutting-edge analytical training to students and help them develop more advanced data analysis and decision making skills. A motion was made, seconded and the School Council unanimously approved the proposed cognate.

3. **Proposed New MAS Course: MAS 651, Machine Learning**

Tallys Yunes discussed MAS 651, a course that a newly hired clinical professor would teach in the fall, if it is approved. Robert Plant, represented BTE, noted that the course overlaps with some of the topics they cover in their area. Further, it was noted that the syllabus should have more detail in the topics section as well as the specific evaluation criteria. The Council moved that the course be tabled until the new clinical MAS faculty member could coordinate with faculty in the BTE area as well as develop a more detailed syllabus. The motion was passed unanimously. Given that the clinical position was filled with an understanding that this course would be taught in the fall, it was further suggested that it be offered as MAS 699 (a topics class).

F. **Proposed Changes to SBA Bylaw IV Electing Representatives to the Faculty Senate**

School Council members discussed the current SBA Bylaw for electing representatives to the Faculty Senate noting that even if a regular faculty member does not want to serve or has scheduling constraints that prevent him/her from attending Senate meetings, their name is sent out to the faculty as a candidate for the SBA representative to the Faculty Senate. A new bylaw was proposed which solicits volunteers from the eligible faculty to serve in this capacity. Once a list of volunteers has been composed, the names will be sent to the faculty to elect the requisite number of senators (and an equal number of alternates). The motion to send the proposed new bylaw to the faculty for formal voting was passed unanimously.

G. **Budget and Finance Standing Committee Update**

John Mezias, Chair of the Budget and Finance Standing Committee, briefed the Council on their activities to date. The original budget requests from the Dean’s office entailed upgrading the Dean’s office wing (putting in a new office for the Vice Dean for Faculty), redoing the Dean’s conference room, replacing desks in some of the classrooms, etc. After meeting with the budget officer for the school and conveying their concerns about these proposed changes, John reported that the ultimate result was very collaborative – specifically, it was agreed that such remodeling was not as important as improving the technology in classrooms. The Council thanked John and the committee for their work this term.
H. Grade Band Task Force Report: First Reading
Several months ago the Dean appointed an ad hoc committee consisting of Ed Baker, Doug Emery, Diana Falsetta, Anuj Mehrotra, Hari Natarajan, and Ann Olazabal to consider making recommendation concerning potential grade bands. Currently, there is no school policy on grade bands for undergraduate or graduate students, although a few departments have adopted their own policies. In the fall of 2011, the Dean at the time (Barbara Kahn) suggested grade bands but the regular faculty never voted them on.

The ad hoc committee collected and analyzed three academic years of data before the suggested grade bands were implemented in 2011 and three academic years of data after the recommendation was made. Their findings indicated that for undergraduate business classes at the 400 level, the average GPA decreased from 3.37 to 3.29 from the pre-to post period, and the average GPA in 600 level courses decreased from 3.59 to 3.53, from the pre-to post period. The committee found, however, that there are a significant number of sections for which GPAs are either lower than the suggested floor (3.0 for undergraduate and 3.3 for graduate) or higher than the ceiling of the 2011 suggested bands. Anuj Mehrotra, representing the committee, discussed a number of recommendations which entail utilizing more flexible grade bands for graduate MBA and undergraduate classes and exempting the executive MBA classes from grade bands entirely.

Council members felt that all grade band recommendations should first be discussed at departmental meetings before determining whether the faculty should deliberate on the use of school-wide bands.

I. Second Reading: “Teaching Responsibilities of the Regular Faculty”
During the fall of 2015, the Dean’s Office disseminated a document called the “Teaching Responsibilities of the Regular Faculty,” which had never been discussed by the Council or the regular faculty. Thus, an ad hoc School Council committee, chaired by Shirley Dennis, was formed to collect opinions of the regular faculty, and work with the Dean’s Office to develop a policy that was more acceptable to the voting members of the school. The revised policy was discussed at the Spring Regular Faculty Meeting in April and a number of changes were made based on comments from the faculty. The residency requirement, for example, put into the document developed by the Dean’s Office required that faculty members must be present (in their office on campus) even during non-teaching semesters. Given that most faculty are able to work remotely, this section was changed by the ad hoc committee to conform with the Faculty Manual which notes that during such terms faculty must be accessible and preform their duties to work with students, provide mentorship, service, etc.

After reviewing the changes, the School Council voted unanimously to forward the document to the regular faculty for their deliberation and vote.
J. Undergraduate Business Calendar for Approving Curriculum Changes and New Program Initiatives
Vice Dean Ann Olazabal requested that the School Council consider having all SBA departments which would like to propose new, amended or deleted courses, changes to prerequisite structure, threshold gates and other academic policies, new majors/minors, etc. be required to adhere to a calendar of submissions to the Standing Committee on Undergraduate Business Education. Specifically, a call for proposals would be made to departments the Tuesday after Labor Day, with a firm requirement that all proposals be submitted by the Monday after Thanksgiving. This would enable the School's Standing Committee on Undergraduate Business Education to have all of their reviews completed for the December or January School Council meetings in preparation for the Faculty Senate spring meeting schedule. Council members felt that the schedule would help the process of approvals but tabled the recommendation until Vice Dean Olazabal met with the Department Chairs and solicited their views concerning such a timetable.

K. Executive Session
No executive session was held.

L. Other Business
It was decided that meetings for the next academic year would be held on the first Friday of each month at 9:00am

There being no other business, a motion was made to adjourn at 3:00pm