

Leadership Minutes

April 13, 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. With no additional items to be added to the agenda, Dean Palan made a few announcements. First, the Alabama International Trade Center and the Small Business Development Center will return to the Culverhouse College of Commerce. The centers will be listed on our website to build the inclusiveness for the College. All of our externally focused centers will be housed in the new Thetford Building Downtown after its completion. Second, Dean Palan also mentioned that during the upcoming administrative professional's week, Culverhouse Compliments cards would be distributed to show staff appreciation.

1. Annual Review Updates – We will be moving to the University overlay for our Digital Measures accounts. Digital Measures will be used for this year's annual evaluation process. Dr. Halbesleben will provide Digital Measures training sessions for the faculty to improve accuracy and consistency of information that has been uploaded.
2. Class Scheduling - Currently we have about 5 percent of our classes being taught in buildings outside of the business school. We hope to improve the efficiency of our existing classroom to bring some of those classes back onto the business school campus.
3. Teaching Load Reduction – Dr. Halbesleben requested feedback from the department heads regarding this policy. Dr. Halbesleben also mentioned that Dean Palan had shown this policy to the Provost so that he was aware it was an item we are trying to pass in the College.
4. Announcements –
 - Our list of enrollment and orientation shows positive increases from last year.
 - A large amount of office moves will be taking place over the summer. These moves have been strategic to place programs together. A spreadsheet has been created to help facilitate the timing of the moves.
 - The College recently hosted the J. Craig Smith Lecture featuring Dean Palan as the guest speaker. This event had the highest attendance of any of our lectures and was very successful.
 - We are still in the process of hiring a Senior Communications specialist, but in the meantime we have Sherry Lang to assist with projects.

The meeting was concluded at 4:30 pm.