

## EFC Minutes for October 5, 2006

All members except for Matt Mitchell were present. Ann Campbell took the minutes in Matt M.'s absence. Also attending were Chuck Whiteman, Gary Gaeth, and Colleen Downie. Meeting began at 10:37 AM.

- 1.) The September 2006 minutes were distributed and reviewed. Matt Billett moved that they be approved, and Ann Campbell seconded.
- 2.) Copies of the Undergraduate Programs Office Policies were distributed.
  - a. Amy Kristof-Brown pointed out that many of the faculty are probably not aware of these policies and expressed interest in the EFC facilitating this. She suggested a November email to remind faculty of these policies. Gary and Chuck mentioned that they had each sent out portions of these policies via email to the faculty at the beginning of the semester. These portions concerned rescheduling of exams and accommodation policies.
  - b. Gary and Colleen attended the meeting to discuss the issues in developing a similar set of policies for the MBA program. They pointed out that the School of Management already has an established set of policies, but do not yet have one on attendance. The development of an attendance policy was the subject of much of their discussion. For full time MBA's, they discussed the importance of allowing students to miss for job interviews but up to a proposed limit of two. For MBA-PM and Exec MBA's, they discussed the importance of the attendance policy allowing for business trips. They also discussed whether or not these policies should address conduct issues such as the use of wireless technology in the classroom. Matt proposed that Gary and Colleen work with the MBA Committee to develop the set of policies, and they agreed to pursue this. A target date of December was set to disseminate these policies to the faculty.
  - c. Related to this discussion was the issue of formal notification of absences. Tom Gruca asked Colleen and Gary for notification of upcoming conferences. They agreed to notify faculty of conferences and other situations that impact student attendance.
  - d. Tom also brought up the issue of taping classes for students who must miss class. Matt offered to disseminate information about software designed for this purpose that has been successfully used in Toronto.
  - e. Chuck pointed to a line in the UPO policies regarding preserving grade records for five years. There was a discussion on whether this means the final grades or the components of the grade. Amy will follow up with Beth Ingram on this issue.

3.) Chuck attended the meeting to discuss the idea of a new MBA program with South China Tech (SCT). He said the program would have the same format as Hong Kong with classes taught in English. Tippie would be responsible for 11 out of 15 classes in the program. This arrangement would also include a faculty exchange. Faculty from SCT would be at Tippie each semester. They would observe classes and work with mentors here. There has been no formal agreement with SCT, but Chuck says it would be a profitable endeavor for the college. Tom initiated a discussion on the impact of these new programs on class size. There was a brief discussion about how an approval process for such a program should proceed and the EFC's involvement in the process. The expressed sentiment was that the faculty didn't know very much about how much revenue was generated by these programs, and that this kind of transparency would be beneficial to the College Assembly. After general discussion it was decided that the EFC would like to get a better sense of broad faculty sentiment toward the program, and also whether there would be a "cut-off" level of enrollment that we would require, before giving it an affirmative vote. Gary Gaeth offered to lead an online survey to solicit the names of faculty who are interested in teaching in this program, and provide that information to the EFC. We will likely have that information and call a meeting to discuss it prior to our scheduled Nov. 2 meeting date.

The meeting was adjourned at 12:25.