

Kogod Faculty Council
December 5, 2017
Minutes (Agenda attached), prepared by Sophia Florestal

Attending Faculty: Ajay Adhikari, Frank Armour, Kent Baker, Sheila Bedford, Bill Bellows, Wendy Boland, Carol Bruckner, Valentina Bruno, Michael Carberry, Erran Carmel, Mark Clark, Derrick Cogburn, Serge da Motta Veiga, Parthiban David, John T. Delaney, Heather Elms, Alberto Espinosa, Augustin Duru, Dave Harr, Robert Hauswald (absent), Octavian Ionici, Jill Klein, Nandini Lahiri, Emily Lindsay, Richard Linowes, Robin Lumsdaine, Mark Ma, Sarah Mady, Gerald Martin, Sanal Mazvancheryl, Alex Mislin, Michael Mowchan, Tomasz Mroczkowski, Ghiyath Nakshbendi, Ayman Omar, Jennifer Oetzel, Girish Ramani, Leigh Riddick, Tara Rich, Bob Sicina, Jay Simon, John Simson, Ioannis Spyridopoulos, Catalin Stefanescu, Siri Terjesen, Tim Timura, Ed Wasil, Tommy White, Don Williamson, Benjamin Wright, Yijiang Zhao, Yinqi Zhang, **Staff:** Reena Dwire, Sophia Florestal, Mindy Schuster

Faculty Attending Online: Engin Cakic, Michael Clayton, Augustine Duru, Rick Gibson, Maria Figueroa-Armijos, Rick Gibson, Sonya Grier, Itir Karaesmen-Aydin, Tom Kohn, Susan Krische, Gwanhoo Lee, Rebekah Lewis, Joseph Mortati, Mahsa Oroojeni, John Swasy, Jay Pope

Absent Faculty: Nelson Amaral (teaching), David Bartlett (teaching/showed up after class), Meredith Burnett (teaching), Michael Carberry (teaching), Casey Evans (teaching), Frank DuBois (teaching/showed up after class), Manoj Hastak (Sabbatical), Yujin Jeong (teaching), Michael Mass, Anu Mitra (Sabbatical), Randy Nordby (absent), Jeff Rinehart (absent), Cristel Russel (Sabbatical)

Prof. Heather Elms welcomed everyone and called the meeting to order.

1. Approval of Minutes of 10/03/2017 and 11/14/17 Council meetings

- 10/03/17 Motion to approve by Prof. Nakshbendi, Seconded by Prof. Sicina. Approved unanimously by voice vote.
- 11/14/17 Motion to approve by Prof. Nakshbendi, Seconded by Prof. Sicina. Approved unanimously by voice vote.

2. Dean's Remarks: KSB Financials: Sources and Uses, and recent Report to Kogod Advisory Council

Book recommendation: *Robot Proof- Higher Education in the Age of Artificial Intelligence* by Joseph E. Aoun (discusses student outcomes after graduation, jobs and salary).

Dean Delaney reported on the following:

- Kogod's BusinessWeek, Forbes and US News and World Report rankings
- Kogod's Revenue models:
 - RCM (Revenue share with AU Central of 47.5%, KSB receives 52%)
 - IRC (Start up programs) AU indirect cost recovery rate (25-50%) and residual split with Provost office 50/50
 - Online programs
- KSB Enrollments, Fall Term 2012-2017
- Revenue categories FY14 and FY18 to date
- Expense categories FY14 and FY18 to date

- Kogod Endowed Funds
- Kogod five year giving progression
- KSB Operating Revenue & Expenses
- KSB Reserve Fund
- Reserve fund usage

3. EPC Actions – Prof. Yinqi Zhang

The following EPC actions were considered during the meeting via electronic votes and proxy paper ballots. (Votes reported in order: “YES”, “NO”, “ABSTAIN”.)

- **F17.10** **MGMT-382 Entrepreneurship and Innovation and MGMT-383 Entrepreneurship Business Plan: Creating and Building New Ventures**
Action: **Remove prerequisites and change course titles for MGMT-382 and MGMT-383**
 - Upon reviewing the curriculum, the Management department would like to change the titles and remove the pre-requisites for MGMT-382 and MGMT-383 to encourage students from other disciplines to explore entrepreneurship.
 - *Current title and prerequisite for MGMT-382:* Entrepreneurship and Innovation; junior or senior standing
 - *New title and prerequisite for MGMT-382:* Entrepreneurship and Innovation: Business Model Development; none
 - *Current title and prerequisite for MGMT-383:* Entrepreneurship Business Plan: Creating and Building New Ventures; junior or senior standing
 - *New title and prerequisite for MGMT-383:* Entrepreneurship Business Plans: Creating and Launching Ventures; none

F17.10 was APPROVED (Ballot vote, 38:1:0)

- **F17.11** **BSBA Specialization Regulations**
Action: **Add the BSBA specialization guidelines (Specialization courses must be at the 300 level or higher and may not include internships nor independent studies) back into the catalog**
 - With regards to a specialization within the Business Administration major, the regulations currently state:
Specialization (12-15 credit hours)
Kogod students select an area of specialization from the approved programs below or design a custom specialization with the assistance and approval of their academic advisor. Specializations are 12 credit hours, with the exception of finance, which requires 15 credit hours. Students who choose to pursue two specializations must complete a minimum of 12 credit hours (or 15 credit hours for finance) for each specialization. With the approval of the Office of Academic Programs, BSBA students pursuing a second major may fulfill a custom specialization with courses from their non-KSB major coursework.
 - However, the Office of Undergraduate Programs has been enforcing a rule that the 12-15 credit hours must be at the 300-500 level and may not include independent studies nor internships. The last point in time this was mentioned in a catalog was in the 2010 -2011

catalog. It appears that this rule was removed when adding the verbiage about the 15 credits hours for Finance in 2010. There was no mention nor intention of eliminating the 300-500 level requirement. We believe this was done out of brevity to save room in the catalog.

- Therefore, the Office of Undergraduate Programs is proposing we add the language back into the catalog to articulate to students the specialization requirements and maintain the standards of a specialization.

Specialization (12-15 credit hours)

*Kogod students select an area of specialization from the approved programs below or design a custom specialization with the assistance and approval of their academic advisor. Specializations are 12 credit hours, with the exception of finance, which requires 15 credit hours. **Specialization courses must be at the 300 level or higher and may not include internships nor independent studies.** Students who choose to pursue two specializations must complete a minimum of 12 credit hours (or 15 credit hours for finance) for each specialization. With the approval of the Office of Academic Programs, BSBA students pursuing a second major may fulfill a custom specialization with courses from their non-KSB major coursework.*

Comments from faculty:

- Prof. Emily Lindsay inquired as to why independent studies are excluded from being deemed specialization courses as a lot of them are substantive and rigorous in nature. Prof. Frank DuBois stated that the same is true of IBUS 244. Prof. Lindsay suggested putting forward a friendly amendment stating that 'IBUS 244 and independent studies may be approved as specialization courses by department chairs.'
- Prof. Don Williamson moved to table this action as Interim Assistant Dean for Undergraduate Programs Greg Bailey was not present to address the concerns from faculty regarding this action and to decide whether to accept the friendly amendment. Prof. Heather Elms seconded this motion to table this action.

F17.11 was TABLED

4. Kogod Business Professionalism Proposal, Prof. Serge da Motta Veiga

Committee Members: Greg Bailey, Andrea Carpenter, Caron Martinez, Jeff Rinehart and Serge da Motta Veiga

- Design a Kogod Business Professionalism as a 4-year experience
- Zero credit course (A-F), more experimental
- New Kogod Professionalism Code of Conduct
- Enable students with work-ready competencies through their classes and experimental learning
- Embed competencies and professionalism standards throughout the program to reduce the need for multiple add-on workshops
- Focus on timely and high-impact interventions
- Career Readiness Competencies: Critical Thinking & Problem Solving, Oral & Written Communication, Teamwork & Collaboration, Digital Technology, Leadership, Professionalism & Work Ethic, Career management, Global & Cultural Fluency
- 4 Pillars of the KSB 101
 - 1st year - KSB 100

- 2nd year – Sophomore Experience Structure (Friday evening through Saturday evening (organized and managed by KCCD)
- 3rd year – MGMT 353: Topics aligned with Competencies, KCCD & KCBC deliverables embedded in class
- 4th year – Wrap-up: Kogod wide campaign including promotion of upcoming graduation census
- New cohort started Fall 2018/Spring 2019
- Wendy Boland and Kogod are developing a Code of Conduct Handbook for the students

5. Open Resources, Amanda Click, Business Librarian, & David Rose, Faculty Innovation Technologist, CTRL

- Open Access/textbooks and educational resources
- Open American started in 2014 to help students save money on textbooks
- Available in hardcopy and eBooks versions of the course materials
- Professors will get a grant from CTRL for using Open Sources materials
 - Prof. Grier and Prof. Russell are the first two Kogod faculty to take advantage of this
- Saving faculty money: Library is starting a pilot program for Open Access Funding. Helps researchers pay article processing charges (APCs) associated with publishing in open access journals. Link - <http://www.american.edu/library/oafund/>
- Journal criteria, must meet 2 out of the 4 criteria:
 - The journal is listed in the DOAJ.org or its publisher is a member of the OASPA.org
 - The journal is included in academic databases (indexed) as reported by Ulrich's Directory <https://ulrichsweb.serialssolutions.com/>
 - The journal has an impact factor or other indicator of credibility (e.g., Scimago Journal Rank (<http://www.scimagojr.com/journalrank.php>), Google Scholar Metrics (https://scholar.google.com/citations?view_op=top_venues&hl=en&vq=en))
 - It has nationally or internationally esteemed editors or editorial boards
- Hybrid journals are not eligible.
- Articles must be accepted but not yet published.
- Payment must be made directly to journal.
- These funds should be considered last-resort.
- Authors must agree to deposit a copy of their manuscript in AU's open repository, AUDRA (http://www.american.edu/library/collections/digital_repository.cfm)
- A maximum of \$3,000 is available per author in 2017/2018, and a maximum of \$3,000 is available for an individual article.
- Funds are available on a first-come, first-serve basis.

6. Good of the Order

- Council Chair Elms: Last meeting of the Fall semester
- Prof. Klein talked about the 29th Ann Ferren Conference coming up in January 12th. She's also happy that many Kogod faculty is participating in the conference: Don Williamson, Joseph Mortati, Sonya Grier, Meredith Burnett, Caron Martinez, Jeff Reinhart and Bill Bellows.
- Prof. Terjesen reported that 2 students from AU was getting a DC/MD/VA scholarship from a local reality company for high school and college students out of 5 finalists. She also reported,

David Bartlett prepared the Norway Grant application and Kogod received it and will be sending 16 students to Norway. She also reported that the NSF iCorp website is up and running. Kathryn Walters-Conte's office is located outside of AU Center for Innovation. Lastly, one of our AUCI related faculty, Michael Robinson made it to the second round of the Lemelson-MIT competition, prize is \$500,000.

- Prof. Lumsdaine announced she got married.

Council Chair Heather Elms - Meeting adjourned.

Faculty Council Chair: Prof. Heather Elms

Faculty Council Vice-Chair: Prof. Mark Clark

Agenda for Kogod Faculty Council December 5, 2017, 2:35-4:20pm KSB 118

2:30 Refreshments

Pre-meeting:

- a. Establish Quorum (Count all physically present) – Sophia Florestal & Prof. Mark Clark
- b. Establish Proxy Holders' presence - Prof. Clark
All faculty members in the room voting on their own account and those online must use their laptop or smartphone to vote "Present." See attachment.

2:35 Call to order

1. Approval of Minutes of 10/3/17 and 11/14/17 Council meetings
2. Dean's Remarks: KSB Financials: Sources and Uses, and recent Report to Kogod Advisory Council (1 hour)
3. EPC Actions, Prof. Yinqi Zhang (10 min)
 - a. **F17-10:** Change of prerequisites and course names *MGMT 382 and MGMT 383*
 - b. **F17-011:** BSBA Specialization Regulations *Adding BSBA specialization guidelines back into the catalog*
4. Kogod Business Professionalism Proposal, Prof. Serge da Motta Veiga (15 minutes)
 - a. Goal
 - b. Structure
 - c. Implementation
5. Open Resources, Amanda Click, Business Librarian, & David Rose, Faculty Innovation Technologist, CTRL (10 minutes)

- a. Open American overview
- b. Open textbooks and other educational materials
- c. Stipend opportunities for open textbook reviews and course redesign
- d. Open access publishing fund

6. Good of the Order (5 min)

Council Voting Procedures

Device: Smartphone and laptop/tablet (no “dial up” phone)

Adrian has created a text number “22333” (text “kogodcouncil”) and a web site page, www.POLLEVERYWHERE.COM/KOGODCOUNCIL to facilitate voting.

Both permit easy voting. Once you’ve texted “kogodcouncil” to 22333, you’ll be able to text A, B, or C, according to the Yes/No/Abstain vote as indicated on the Council Meeting PowerPoint. Similarly, once you’ve bookmarked and opened the webpage, it automatically shows your choices.

Adrian can open, tally and close a poll easily. The web page updates the status and your options. We believe the most efficient procedure is to create a generic “Yes / No / Abstain” poll and activate it as required.

Presentation of the action at Council

The action under consideration will appear in the PowerPoint screen in KSB 118 as we’ve done in the past. To simplify matters, any editing or construction of a motion will be done directly “on screen” in 118 using the power point slide. Separating the “vote” page from the “motion” slide seems to be operationally quick and simple.

Establishing Quorum and The Baseline for Passage of an Action

Quorum count. Attendance will be confirmed two ways at the beginning of Council: normal headcount and by asking all members to e-vote “Present” (by smartphone/iPad/laptop) and by initial sign-in for any paper ballot. This paper ballot option is reserved for those who are physically present and wish to vote by ballot rather than smartphone/iPad/laptop/ PLUS those who hold a proxy for another member. (Adrian will create a “Vote Present” poll for this opening exercise for the quorum count.)

The attendance head count defines the baseline (a quorum requires 51% of KSB full-time faculty to be physically present) and thus the “hurdle” (67% of those present) for passage of any general vote taken at that Council. **If required**, a second “Present” vote may be taken for restricted votes (e.g., only tenure-track faculty are eligible to vote on certain issues).

Phone dial in

At this time we have no simple and reliable system for members who listen via phone. (If you are a multi-tasker presenting at an academic conference and listening to Council, you have the option of requesting a proxy ahead of time.)

Side Comments / Issues

1. Risk of double voting. To maintain anonymity we will not collect a name or id. Thus, we cannot prevent someone from voting via laptop and also a second device such as a smartphone. We are on an honor system.
2. Dropped internet connections while you are home / off site. There is no 'back up' system. A lost internet connection during a Council session means a lost vote. (Note, the hurdle remains the same since it may be too troublesome & time consuming to repeat the "All Present Vote" routine before every action vote.)

Summary

With a computer or other internet capable device (e.g. iPad, Android tablet): go to pollev.com/kogodcouncil and select the response. Please bookmark the page for future use. At the beginning of the Council meeting we'll run a count to establish the quorum, please click on the "Present" button at the beginning of the meeting to get counted.

If you do not have access to a computer, you can use a phone to text the code corresponding to your chosen response to 22333.

Instructions for texting the response:

1. Start the text messaging application on your phone
2. Enter 22333 for the recipient address
3. Type KOGODCOUNCIL in the content field and press Send to join the session
4. After you have joined the session, you can enter the corresponding letter (A, B, or C) for the response (the letters will be projected on screen next to the response alternatives) and press Send.

The easiest way to respond is still by browsing to pollev.com/kogodcouncil with an Internet enabled device. If you have technical questions, please contact Adrian.

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