Management Department Spring Meeting Minutes  
January 25, 2018  
9:30 am - 10:45 am  
Miller Hall – Conference Room

Attending: Dr. Thomas Gainey, Dr. John Upson, Dr. Faramarz Parsa, Dr. Doug Turner, Dr. Brad Prince, Dr. Jeannie Pridmore, Dr. Leanne DeFoor, Dr. Erich Bergiel, Mrs. Samantha White, Dr. Kim Green, Dr. Susana Velez-Castrillon, Mrs. Monica Smith, Ms. Mariana Sanchez, Mr. Philip Reaves, Dr. Joan Deng, Dr. Mary-Kathryn Zachary, Mrs. Liz Runyan

**Topic #1: Travel Approval (PeopleSoft)** – Juli Humphries Lisa O’Neal, and Anita Saunders (from the Office of the Controller) came to our meeting to briefly highlight some recent changes in travel policies. They provide a one-page handout on these changes.

**Topic #2: Introduction of the Management and MIS Advisors** - Kasey Hannah and Erin Campbell came to our meeting to introduce themselves to the faculty. Kasey and Erin are the Management and MIS Advisors.

**Topic #3: The Momentum Year/Meta Majors** – (Handout) An initiative from the BOR. Focuses on making certain that students make a purposeful choice their first year (Meta Majors) and follow a clearly sequenced program map. Each department is required to complete a momentum year inventory and, beginning Fall 2018, we will have to report mid-semester grades for all 1000/2000-level courses. More information on the Momentum Year is available at [http://www.completegeorgia.org/momentum-year](http://www.completegeorgia.org/momentum-year).

**Topic #4: OneUSG Connect** – (Handout) The plan is to go live with this system on March 25th. There will be some changes in the way we handle monthly timecards for faculty as we move from ADP to PeopleSoft. Two major differences are: (1) OneUSG will be more mobile-friendly; and (2) Faculty will no longer have to approve monthly timecards. Instead, you will complete an “absence request.” Once I approve the request, it automatically moves this to your timesheet. More information is available at [https://www.westga.edu/hr/oneusg](https://www.westga.edu/hr/oneusg).

**Topic #5: Self Evaluations (Due February 5th)** – Get everything done but your Fall Course Evaluations. Still waiting to get these from ITS. I was told I would have them by late Friday afternoon. I plan to work on these over the weekend and get them to you as quickly as I can.

**Topic #6: Documenting Work Outside of UWG** – (Handout) The policy related to work outside of UWG was provided. Please note that this includes consulting, teaching, speaking, and participating in business or service enterprises. You must provide documentation on any activities each year. Appendix A (Form to Report Outside Employment/Other Commitments or Interests) was provided.
**Topic #7: Job Search (Jon Anderson’s Position)** – I think we are ok for academic year 2018/19. Sheila Harry has agreed to help us for another year. I have Fall 2018 covered. With Erich returning in Spring 2019, we should be ok. But we need to begin job search in Fall 2018 to replace Jon. Thoughts? Major focus Strategy, Operations, etc.? We may also be getting another management lecturer position (depends on final budget).

**Topic #8: Interactions with Students – Best Practices** – Some students seem to be acting in a more aggressive manner when it comes to interactions with faculty. Some best practices that we use when dealing with students outside of the classroom were shared.

**Topic #9: Suggestion Ox Results** – We had two responses. These were shared with the department on January 19th. The responses will be included when we report on our Engage West Goals.

**Topic #10: Department Meeting April 20th** - This year we must review the Engage West Survey results and decide on our Engage West Goals before summer. We will meet from 10-12 and then have lunch with Faye at 12.

Respectfully submitted,

Dr. Thomas W. Gainey, Department Chair