

Betty: I wish to make an appointment to discuss these minutes & Coggin College Bylaws with the Dean.  
Minutes

CCB Bylaws Committee Meeting

Thanks,  
John (MacArthur)

November 20, 2008

In attendance: Greg Gundlach, John MacArthur (Chair), Paul Mason (visitor), Crystal Owen, Bob Schupp, and Lou Woods. Reinhold Lamb was absent because he was attending an academic conference.

The meeting began at 10:04 a.m.

1. The Committee selected John MacArthur to continue as Chair by acclamation.
2. The Committee unanimously approved the Minutes of the meeting held March 4, 2008.
3. The Committee and Paul Mason discussed at length Paul's written request to revise the College Bylaws to clearly state that that the College Graduate Curriculum Committee and the College Undergraduate Curriculum Committee were the proper bodies to consider changes to the courses included in the College's Graduate and Undergraduate core curriculum, respectively. The Committee unanimously decided to recommend that the phrase "including which courses are in the College's core" be added to the end of the last sentence in Section 4, items 4 and 8. The possibility of gaining approval of these changes by obtained by electronic voting was suggested. of  
APR 7  
V1
4. The Committee discussed the need for two College meetings to cover agenda items because all faculty members cannot attend one College meeting due to scheduled classes. Two meetings to cover the same agenda items was felt to be too cumbersome and arguments and views expressed in each meeting should be heard by all faculty members before voting on proposals. The consensus of the Committee members was for an hour around lunch time to be reserved each week for College and Department meetings with a time-slot manager located in the Dean's suite. The time slot reserved for College and Department meetings could be noon to 1 p.m. on Mondays and Wednesday or on Tuesdays and Thursdays during each semester. With a reserved time slot, more frequent College and Department meetings to consider urgent agenda items should not be a problem.
5. In any other business, a discussion ensued on the need for a College research committee that would look for ways to create an infrastructure and culture of support for research activities and to make sure sufficient Coggin College faculty members were AQ per AACSB standards. Also, processes need to be in place to help increase the number of AQ faculty members in the College. The possibility of creating a College task force or ad hoc committee to explore the creation of a College research committee was discussed.

The meeting ended at about 11:01 p.m.

Respectfully submitted,

John MacArthur

**Proposed Changes**  
**Coggin College of Business By-laws**  
Approved by the Coggin College Faculty, April 22, 2008

**ARTICLE I**  
NAME

The name of the college is the Coggin College of Business. The College is an administrative unit of the Division of Academic Affairs.

**ARTICLE II**  
PURPOSES

SECTION 1.

The College is organized into the Academic Departments of Accounting and Finance; Economics and Geography; Management; and Marketing and Logistics. The College promotes internal and external support for programs that meet the needs of the University and the region it serves, and provides overall administration, organization, and direction for stakeholders.

SECTION 2.

The College participates in the overall governance of the University, as established by the University Constitution. The college strives to maintain accreditation by AACSB International.

**ARTICLE III**  
JURISDICTION

SECTION 1.

The Faculty is the basic legislative body of the College. Subject to the constitution of the University and the rules and policies of the Board of Governors and the University of North Florida Board of Trustees, and upon recommendation from various academic constituencies of the College, the Faculty determines the requirements for academic degrees, and establishes admissions and grading policies. It may act on any academic matter of concern to the College.

SECTION 2.

The Faculty may reflect and deliberate on any issue of general interest to the University or College and make recommendations to the appropriate officer or body.

**ARTICLE IV**  
MEMBERSHIP

SECTION 1.

Any person holding the rank of Professor, Associate Professor, Assistant Professor, Senior Instructor, Instructor, or Lecturer in an academic unit of the College is a member of the Faculty. Membership carries the right to participate in the governance and administration of the College as prescribed herein. The Dean of the College may, upon positive recommendation of a Department Chair, appoint visiting, part-time, or Emeritus faculty members.

SECTION 2.

The Faculty is the judge of its own membership where questions of eligibility arise, except as provided in the University Constitution.

**ARTICLE V**  
**COLLEGE EXECUTIVE COMMITTEE**

SECTION 1.

Each department of the College is represented on the College Executive Committee by its Director or Chairperson. The remaining membership of the College Executive Committee consists of the associate dean(s) and those other College officers the Dean so designates. The Dean conducts Committee meetings, and in the Dean's absence, the Dean's designee presides. Minutes of the meetings are made available to the Faculty and staff.

SECTION 2.

The purpose of the College Executive Committee is to provide guidance and advice to the Dean as necessary for the effective conduct of the College.

**ARTICLE VI**  
**OTHER COMMITTEES**

SECTION 1.

The College has standing committees as specified in these By-laws to address College purposes. Standing committees other than those specified may be added, deleted, or altered only through amendment to these By-laws. Committees with a limited term of existence may be formed to address special needs not covered by the purview of any standing committee or combination thereof, as recommended by the Dean or the College Executive Committee or as deemed necessary by the Faculty. Except as noted in these By-laws, standing committees elect their own chairs and inform the College membership of their meetings.

SECTION 2.

The standing committees are:

1. By-laws Committee
2. Continuous Improvement Committee
3. 'e' Learning Committee
4. Graduate Curriculum Committee
5. Scholarship Committee
6. Strategic Planning Committee
7. Technology Committee
8. Undergraduate Curriculum Committee

SECTION 3.

The members of standing committees serve for two-year terms.

- Membership on each committee is as follows with the exception of the Graduate Curriculum Committee which will be composed of Graduate Faculty members:
  - Two Faculty members from Management
  - One Faculty member each from
    - Accounting
    - Economics & Geography
    - Finance & Financial Services
    - Marketing & Logistics
- Selection of representatives occurs through election. Only Faculty members in a given discipline/discipline-group may vote for that group's representative(s). The election may occur at a Department faculty meeting, at a discipline-group faculty meeting, or through an email vote conducted by the Department Chair.

- With the exception of the By-laws Committee, the Dean designates the appropriate Faculty or staff member(s) to represent him/her on all committees.
- A committee member may be removed from the committee through resignation or a vote of two-thirds of the remainder of the committee.

#### SECTION 4.

All standing committees address proposals and actions concerning their areas of responsibility. Standing committees may form subcommittees. Specific standing committee duties and responsibilities include the following:

1. The By-laws Committee reviews and revises these By-laws.
2. The Continuous Improvement Committee reviews and approves outcomes for the college's academic programs that have been developed by the appropriate department, determines data required to assess outcomes, monitors assessment efforts of the academic departments, and reports annually to the Faculty on continuous improvement activities within the College.
3. The purpose of the 'e' Learning Committee shall be to review courses where there is a reduction of classroom face time exceeding the limit approved by the College faculty to insure quality student outcomes through appropriate course design, controls and assessment. The Committee will also recommend the creation of faculty development capabilities for acquiring effective distance teaching techniques as well as recommend appropriate technologies for the delivery of blended and distance learning courses.
4. The Graduate Curriculum Committee recommend policies regarding graduate degree requirements, academic programs, and program evaluations. The Committee reviews, approves, and recommends to the Faculty all changes to the College's graduate curricular offerings including which courses are in the College's core.
5. The Scholarship Committee evaluates eligibility and determines awardees for all college-level scholarships.
6. The Strategic Planning Committee reviews and makes recommendations regarding the College's goals, objectives and strategic direction.
7. The Technology Committee reviews and recommends to the Faculty policies regarding equipment and systems acquisition and utilization, priorities for major equipment and system acquisitions, laboratory operations and maintenance, and instruction and research equipment upgrade and maintenance.
8. The Undergraduate Curriculum Committee recommend policies regarding undergraduate degree requirements, academic programs, and program evaluations. The Committee reviews, approves, and recommends to the Faculty all changes to the College's undergraduate curricular offerings including which courses are in the College's core.

#### SECTION 5

Search committees for the position of Dean of the College must be chaired by a full professor from one of the College's departments.

## **ARTICLE VII COLLEGE FACULTY MEETINGS**

#### SECTION 1.

The members of the Faculty meet at least once each term during the Academic Year. Special meetings may be called by the Dean or by the College Executive Committee. At least five working days notice must be provided to all members for regular meetings. Only those matters contained in the notice for a meeting

may be voted or acted upon at the meeting. Meeting notification occurs via electronic mail to all members of the Faculty.

SECTION 2.

The Dean of the College is the presiding officer of Faculty meetings. In the absence of the Dean, the Dean's designee presides.

SECTION 3.

The Faculty: adopts and amends standing rules and these By-laws; elects members of standing committees; adopts statements of policy and takes actions appropriate to the purposes of the College; establishes special committees that have been recommended for approval; and acts as the final authority on all matters arising in the College for which the authority has not been vested in some other officer or unit.

SECTION 4.

A quorum for a meeting of the College is fifty percent of the Faculty plus one. Absentee ballots are not allowed for the establishment of a quorum. Absentee ballots for the transaction of the business of the College must be received prior to the meeting's call to order. Absentee ballots are to be cast by the Department Chair or the Chair's designee for absent faculty.

SECTION 5.

The order of business at each meeting is as follows:

- a. Minutes
- b. Reports of Standing Committees
- c. Reports of Special Committees
- d. Unfinished Business
- e. New Business
- f. Announcements

SECTION 6.

All meetings are conducted in accordance with Robert's Rules of order, latest revision, except as otherwise provided by these By-laws.

SECTION 7.

The Dean keeps Minutes and distributes them to the Faculty and staff.

## **ARTICLE VIII AMENDMENTS**

SECTION 1.

These By-laws may be amended with the approval of at least two-thirds of those Faculty voting at a Faculty meeting. Absentee ballots submitted to the Chairs or Chairs' designees prior to the meeting are accepted. However, absentee ballots are not to be considered in determining whether a quorum exists.

SECTION 2.

Proposed By-laws amendments must be received in writing by the By-laws Committee at least thirty days prior to the Faculty meeting at which they are to be considered.

SECTION 3.

Proposed By-laws amendments are made available to the Faculty at least five working days prior to the Faculty meeting at which they are to be considered.