

Coggin College of Business
Spring 2015 College Meeting Minutes
Friday, March 27, 2015
12:00 p.m. – 2:00 p.m.
Coggin College Stein Auditorium

1. **Dean's Welcome** – Acting Dean Mason welcomed the faculty and staff for the official faculty meeting of the semester.
2. **Approval of Minutes** – Fall 2014 minutes were approved.
3. **Standing Committee Reports:**
 - a) **Bylaws** (Chair, Koren Borges – not present) Chris Baynard and Robert Schupp presented the bylaws committee's three proposals as follows:
 - **Article VI, Section 3 pertaining to the Graduate Curriculum Committee Members** – Adding the following: *All Graduate Curriculum Committee members must be members of the Graduate Faculty and have taught a graduate course in the 24 months previous to their election.* The motion to accept the proposal passed.
 - **Article VIII, Sections 1-5, Pertaining to Electronic Voting; and Article VIII, AMENDMENTS:**
 - **Section 1** - These bylaws may be amended with the approval of at least two-thirds of those faculty voting. Voting can take place at a faculty meeting or via an electronic vote. It is at the discretion of the Bylaws Committee to determine whether the vote will occur electronically or during a Faculty meeting.

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.

Voting via an electronic vote. There is no provision for absentee ballots for an electronic vote. There is no need to have a provision for a quorum in an electronic vote.

Friendly amendment: at least a quorum (half faculty + 1) would have to vote. The motion to accept the proposal passed.
 - **Section 2** - In order to be considered for a Faculty vote by the Bylaws Committee proposed Bylaws amendments must be received in writing by the Bylaws Committee at least thirty days prior to the Faculty meeting at which they are to be considered.
 - **Section 3** – If the vote will occur at a Faculty meeting, proposed amendments to the Bylaws must be made available to the Faculty at least five working days prior to the Faculty meeting at which they are to be considered. If the vote will occur electronically, Faculty will have five working days in which to respond to the vote. Electronic voting will only occur during the Fall semester and the Spring semester when classes are in session.
 - **Section 4** – The following describes the process for putting forward a proposal for a vote.
 1. The faculty member desiring to make a proposal for a Bylaws amendment will complete the attached template and send it to the Chair of the Bylaws Committee.
 2. The Chair of the Bylaws Committee will send the proposal to each of the members of the Bylaws Committee.
 3. The proposal will be discussed at the next Bylaws Committee meeting.
 4. If the Bylaws Committee approves the proposal it will go for a Faculty vote.
 5. If the Bylaws committee decides that more information is needed, the Chair of the Bylaws Committee will contact the Faculty member who made the proposal and describe the additional information that is required to proceed.
 6. If the Bylaws Committee rejects a proposal, the Chair of the Bylaws Committee will contact the Faculty member who made the proposal and explain the reasoning for rejecting the proposal.
 - **Section 5** – The following describes the process specifically as it relates to electronic voting.
 1. The proposed amendment will be sent to the Dean's Office by the Chair of the Bylaws committee. Via email the Chair will cc each Department Chair and each member of the Bylaws Committee.
 2. The Dean's Office will implement, manage and track the electronic voting that takes place within five working days.
 3. The Dean's Office will report the results to the Bylaws Committee members and Department Chairs, within five working days of the completion of the vote.
 4. The Chair of the Bylaws committee will inform the Faculty of the results of the vote via email within five working days of receiving the results of the vote.

Template for submitting a proposal to the Bylaws Committee. Instructions

Please complete all sections of the template and forward to the Chair of the Bylaws Committee.

Proposal: (briefly describe the proposal, 1-2 sentences only)

Justification for Proposal: (describe in detail the reason why the Faculty should consider the proposal including the benefits to the Faculty, College, etc.)

Risks or Costs Associated with the Proposal: (describe in detail any known risks or downsides associated with the proposal; for example costs, operational challenges, etc.)

Proposed Wording: (include exact wording that is proposed to be included in the Bylaws)

Proposed Placement: (include the Article and Section that is to be adjusted and/or the Article and Section to be added). The motion to approve the proposal passed with 20 yes and 10 no's.

- b) **Continuous Improvement** (Chair, Chris Baynard) – The committee met and discussed issues on assessments which focused on Assurance of Learning. The committee is also working towards a policy for the awarding of professorship. Work in progress.
 - c) **Graduate Curriculum** (Chair, Steven Williamson) – The committee met 3-4 times this year and they are working closely with Sharon Cobb for assessment issues on graduate curriculum.
 - d) **Scholarship** (Chair, Robert Slater) – Currently reviewing applications and are meeting Friday to select recipients of the scholarships.
 - e) **Strategic Planning** (Co-Chairs, Parvez Ahmed and Dag Naslund) – The committee decided to wait for the new dean to go forward on the strategic planning discussion.
 - f) **Technology** (Chair, Albert Loh) – No report
 - g) **Technology Enhanced-Learning** (Chair, Saurabh Gupta-not available) – no report according to Robert Swanson.
 - h) **Undergrad Curriculum** (Rahul Kale) – The committee met this week and unanimously approved the proposed new “management minor” for Non-Business majors only, 12 credit hours, required MAN 3025, at the 3000 or 4000 level with the MAN, ISM, GEB, or BUL prefix for a total of 9 hours. Unanimously approved by the undergrad curriculum committee. The motion to approve the proposal passed with 1 opposed.
4. **Special Committee Reports:**
- a) **Accreditation Task Force** (Sharon Cobb) – An accreditation task force was created to be proactive in readying CCB for the accreditation process. The updated terminology documents is from AQ to SA/PA ((Scholarly Academics and Practice Academics), PQ to SP/IP (Scholarly Practitioners and Instructional Practitioners). The document will be structured to begin with the definitions for SA and PA with maintenance sections to follow. The task force refined the acronym and made revisions. We have not done the assessment yet. Letter of intent requesting the 2018 visit is due by July 1. Accreditation documents will be submitted in November 2017.
 - b) **Incentives Task Force** (TBA) – Paul Mason would like to form an incentive task force to create policies with regards to teaching, research and service awards. This is separate from the professorships. Kathy and Paul was able to secure partial funding from a donor to fund these incentives.
5. **Dean's Update** – Paul gave an update on where the college budget stands.

Coggin College Budget Allocations

		Budget Allocation	Current Balance	Purpose
E&G	Expense	212000	55000	student workers, supplies
	Adjunct/Overload	344000	88000	Adjunct/Overload (Fall, Spring)
	Travel	85000	31200	Faculty Travel
	Summer	1080000	1080000	summer faculty pay
Foundation	Dean's Professorship	72000	24000	Faculty conferences, travel
	Business Affiliates	170000	183000	Meetings, Fundraising
	Professorships	357400	190000	Faculty Travel/Salary

ENROLLMENT - SPRING 2015

	Target	FTE	SCH	% of Target
Lower Division	130	124	4953	94
Upper Division	453	444	17751	95
Graduate	65	59	1903	87
Total	645	621	24443	96.33

ENROLLMENT 2014-2015

	Target (07'-08')	Target (14'-15')	FTE	SCH	% of Target
Lower Division	372	280	269	10763	96.1
Upper Division	1100	1102	1049	41969	95.2
Graduate	260	185	162	1956	87.6
Total	1732	1567	1480	57919	94.47

6. **Faculty Tenure and Promotions** – Paul Mason congratulated the following faculty:
 - a) Dr. Dong-Young Kim - tenure and promotion to Associate Professor
 - b) Dr. Parvez Ahmed – promotion to Professor
 - c) Dr. Chung-Ping (Albert) Loh – promotion to Professor
 - d) Dr. Cheryl Frohlich – promotion to Professor
7. **Paul Schreier for Cheryl Campbell** – Paul introduced Kathy Westberry and Kelly Marton as new advisors. He reported that graduating students fill out questionnaire every semester to identify who has impacted their career here at UNF. He recognized the following faculty for Spring 2015: Diane Tanner, Paul Fadil, Paul Mason, Melinda Santos, Robert Slater and Tim Bell. He also gave an update on Cheryl Campbell's health.
8. **MBA Program Update** – Lakshmi Goel provided her report on Tuesday via email.
9. **Departmental News:**
 - a) Accounting & Finance (Chair, David Jaeger)
 - David Bryan – new faculty for Fall 2015
 - b) Economics and Geography (Chair, Chris Johnson)
 - Very productive year – faculty publish high quality journal articles
 - Chris Baynard and Albert Loh received an external support funding for their research
 - c) Management (Chair, Paul Fadil – not present) Rahul Kale gave the update
 - Nathan Kunz is a new faculty for Fall 2015
 - d) Marketing and Logistics (Chair, Ron Adams)
 - Drew Thoeni will be returning as visiting faculty
 - Greg Gundlach and Reham Eltantawy published articles
 - Josh Samli has a contract for his 27th book
7. **Flagship Program Updates:**
 - a) IB Flagship (Director, Steve Paulson – not present) Kate Learch gave the update:
 - Stephanie Worley – new hire as executive secretary from last Fall
 - Coggin study abroad advisors Caitlin Jaeger and Shelby Huber presented "Glocalization of Student Programming: A Case Study", focusing on the development of the Coggin Delegation buddy program, at the Florida Association of International Educators (FAIE) 2015 annual conference in Ft. Lauderdale, February 19-20.

- Thanked everyone who participated in the 15th International Business Leaders conference co-sponsored by Small Business Development Center – 100 participants from 11 countries
- b) Transportation and Logistics (Robert Frankel):
- UNF IANA case competition
 - 30th Spring Banquet for graduating seniors
 - Masters in Logistics and Supply Chain Mgt – 8 required courses out of 6 rubrics
11. **Announcements:**
- a) Coggin College Graduate Hooding Ceremony Friday, May 1, 2015 at 9:00 a.m. in the Student Union Ballroom 3703.
- b) Fall Commencement, Friday, May 1, 2015, 12:30 p.m. at UNF Arena.
12. **Surprise Items** – Paul Mason distributed the award plaques to faculty recipients for outstanding teaching and research; and research fellow awards.
13. **Adjournment** – the meeting adjourned at 2:00 p.m.