

**Coggin College of Business**  
**Executive Committee Meeting Minutes**  
**January 24, 2019 (9:30-11:00 am)**  
**Minutes**

**Present:** Dawkins, Jaeger, Johnson, Russell, Jackson, Guffin, Loh, Eltantawy, Goel, Donaldson, Mangiaracino, Leonzon, Watts, Learch (on the behalf of Gallo)

**Absent:** N/A

1. **Approval of 12/11/18 minutes** - The minutes were approved unanimously with Jennifer's minor edits.

**Announcement:** The Dean's Office is in the process of ordering chairs for the Intuition Conference Room. The current chairs will be available to faculty and staff once the new chairs arrive.

**Recurring Business**

2. **CMC/CCB Marketing update (Derek Guffin)**

- The CMC is deep with preparations for Coggin Career Week (CCW), which runs from February 4-8. There will be about 80 companies participating in CCW. In addition to four student mixers, CCW will include 20 breakout sessions. About 50% of the participating companies are new companies, and new breakout sessions are also being offered this spring. Derek distributed a handout which shows the breakdown of events and information.
- To increase the awareness of CCW events for participating companies, Derek recommended that chairs and unit heads have continual contact with their department's advisory council.
- CCB is hosting several job travel trips this spring for as part of the Job Shadowing Program.

3. **Advising Services Update (Jennifer Jackson)**

- Advising Services is working on the Majors Workshop, and there will be better student turnout due to the workshops being mandatory prior to approval to register for the next semester. The office is partnering with First Year Advising on the Majors Workshops.
- In February, the office will be visiting FSCJ, Santa Fe, Valencia, Florida Gateway and St. John's River College for recruitment.
- An advising position is posted (formerly Amy Bishop).
- Jennifer has talked to Melinda about the Coggin LLC and plans to email CCB faculty to identify a faculty member to teach this one-credit LLC course.

4. **SBDC update (Janice Donaldson)**

- Janice distributed the 2018 FSBDC performance handout to the EC.

- Next month, Diane Denslow and Janice will visit Orlando for the Small Business Institute Conference. Diane submitted a student project which is one of the finalists for an award at the conference.
- The 2019 Florida Venture Forum is May 9<sup>th</sup> and 10<sup>th</sup>, and CCB currently has two teams working to participate. One is a four-person team, and the second team is a one-person that is looking for more students to join this team. Kaitlyn in the SBDC has been hosting help sessions for the both teams.
- The SBDC will have a graduate assistant position available for Fall 2019.
- The SBDC Advisory Council has 25 members, and they have expressed an interest in getting more involved.

#### **5. Development Office update (Megan Mangiaracino)**

- Megan is leaving UNF for the North Florida Land Trust, and her last day is January 25.
- Megan closed the FIS \$125,000 scholarship gift this week, and the gift is payable over five years. This annual scholarship will be awarded starting in the fall. The four majors that are eligible include accounting, finance, management and marketing.
- The scholarship application window is closing at midnight on March 1. Megan ask for the EC to continue to spread the word through Canvas, and announcements in classes.

#### **6. Center for Entrepreneurship and Innovation update (Karen Bowling)**

- Karen thanked everyone for their support, and noted that this is week two for her as the Center's Director.
- Karen discussed what she has been working on as fitting into three buckets:
  - Building advisory council membership and sponsorships.
    - There have been several meetings, and the Dean is assisting with recruiting members and adding to the list of potential members.
  - Develop program components.
    - This will tie into sponsorship opportunities, and Karen is starting to work on the details of how the program will operate (e.g., forms, student internships, and Osprey Tank for pitches to use the Center).
  - Research on Entrepreneurship.
    - Coordinating events that are already existing in Jacksonville, in addition to meeting with different partners regarding new events.
- The Grand Opening is February 4 from 5:30 to 7:30 pm, and there will be valet parking for the event.
- Karen is communicating with Will (webmaster) on the Center's webpage:
  - The initial web content is based around the three buckets items. Karen is hoping to create an online form to capture people's interest in engaging with the Center so she can follow-up with them.

## **7. Accreditation & Assessment (Chris Johnson)**

- The Peer Review Team suggested that CCB needs to reexamine how to evaluate faculty scholarship with respect to rigor. Chris said he will schedule a meeting with the chairs and flagship directors to start discussing some thoughts regarding this issue.
- Reham suggested that the College considers applying the UNF Scholarship Reassignment policy ([https://www.unf.edu/president/policies\\_regulations/02-AcademicAffairs/Faculty/2\\_0420P.aspx](https://www.unf.edu/president/policies_regulations/02-AcademicAffairs/Faculty/2_0420P.aspx)). This policy concerns the allocation of reassignments to tenured and tenure-earning faculty members to provide opportunity for concentrated scholarly or creative activity. Although the College applies this policy for tenure-earning faculty (one course release in the first and fourth year), we do not apply it tenured faculty members to further the faculty members' scholarship, research, and/or creative activity. These reassignments are intended to recognize both past accomplishment and future promise. In accordance to this policy, each department chair is authorized to provide one scholarship reassignment per academic year.

## **8. Summer/Fall classes update (Chris Johnson)**

- Chris has received the summer official budget from Academic Affairs, and it is the same as last year with a few minor adjustments.
- Chris reiterated that per Anne Hoover, Academic Affairs will support scheduled classes that will pay for themselves (generally 30 students for lower-level, 20 students for upper-level, and 10 students for graduate).

## **New Business**

### **1. Business Analytics degree update (Lakshmi Goel)**

- CCB and CCEC faculty attended monthly meetings during the fall, and they are optimistic regarding proposing an aggressive timeline so the program can start in the fall of 2020.
- Lakshmi is preparing to submit the Request to Plan (RTP) in early February.
- Lakshmi gave a breakdown for the approval process and discussed the Management Department plans for a similar degree at the undergraduate level.

### **2. Downtown campus Grand Opening celebration on 2/4/19 from 5:30-7:30 pm**

- The Dean will send the Grand Opening invitation to the EC. The event will have a lot of high-powered individuals and groups there based on early RSVPs (e.g., Mayor Lenny Curry, UNF President David Szymanski, etc.). Speakers include the Mayor, UNF President, and Center Director Karen Bowling.
- The Dean indicated Heather Duncan and Chris Warren in the President's Office have been "all hands-on deck" regarding this event.
- There was a suggestion to make a second event for CCB faculty and staff to visit the Center.

### **3. Fidelity on-site MBA update (Dawn Russell)**

- Andre and Mina visited Fidelity's site to meet the students. This is the on-site program's second semester, and CCB looks forward to the summer term.

### **4. Department chairs faculty hiring requests for Fall 2019**

- Center for Entrepreneurship Director (priority 1)
- ECO is requesting 2 tenure-track lines (one conversion from a visiting line)
- FIN is requesting 2 tenure-track lines
- MAN is requesting 1 visiting instructor (Dong-Young Kim is on sabbatical)
- MAR is requesting 1 tenure-track line
- MAN is requesting 2 tenure-track IS lines for Business Analytics (Fall 2020)
- MAN is requesting 1 line for entrepreneurship (Fall 2020)
- T & L is requesting 1 tenure-track line per the ML&SCM proposal (Fall 2020)

### **5. CCB Testing Lab reminder to faculty (online request form available)**

- Chris reviewed the online request form with Will, and Chris will email all CCB faculty to remind them about the testing lab hours and process to use it.

### **6. Department nominations for Traynham Endowed Professor Committee**

- The Dean will contact the chairs get their nominations of committee members from current faculty holding endowed chairs in their units. There will be an application for faculty to complete to be considered for either a Traynham service or teaching endowed chair. The new chairs will start on July 1, 2019.

### **7. Research support in Coggin**

- CCB's second Coffee, Cupcakes and Conversation will be held tomorrow with David Bryan as the featured presenter.
- Reham requested that the "Research support in Coggin" agenda item be discussed earlier in the EC meetings to allow for more in-depth deliberate discussions of this important aspect of our faculty's academic life.

### **Deferred Items**

1. Hospitality & Tourism degree (FSU)
2. Cheating and Ad Hoc Committee & DRC exam security meeting
3. Adding major videos to CCB website