

**Coggin College of Business
Executive Committee Meeting
October 11, 2018 (9:30-11:10 am)**

Members Present: Dawkins, Donaldson, Eltantawy, Frankel, Gallo, Goel, Guffin, Jackson, Jaeger, Johnson C., Johnson R., Loh (via- phone), Russell, Watts, and Weiler

Members Absent: None

1. **Approval of 9/13/18 minutes** - The EC minutes were approved with minor changes.

Recurring Business

2. CMC/ CCB Marketing Update (Derek Guffin)

- Derek sent an email summarizing the Coggin Career Week results, and he thanks everyone for their support. The CMC received good feedback from students and employers. The next Coggin Career Week will be the first week of February.
- The CMC seeks feedback on where televisions should go in buildings 42 and 10 as part of marketing opportunities for student clubs, employer events, and CCB events.
- Derek said moving forward Coggin Career Week will be the first week of October and the first week of February unless something changes.

3. Advising Services Update (Jennifer Jackson)

- Advising Services has been working with UNF's Rapid Response Team and focusing on scheduling classes students need to graduate on time. Jennifer will email department chairs a spreadsheet showing all the CCB classes students need over the next few semesters.
- Jennifer thanked CCB faculty for helping with the advising events, and noted there has not been a high number of students coming to the workshops with the soft rollout of mandatory advising. In the future, Advising Services will place a hold on students' accounts until they meet with an advisor. Currently, students are responding to emails from Advising Services.
- Jennifer wants everyone to continue to encourage faculty to send early alerts to students. The response from students has been good when Advising Services follows-up regarding the early alerts. Diane Tanner is especially good with sending early alerts to her students.
- Jennifer emailed the chairs to get their preference regarding how they are sent transcript or course evaluations. Reham complimented Advising Services on their efforts reaching out to students. Reham suggested having separation between Coggin Career Week and the Majors Fair to avoid overwhelming everyone involved. In addition, Reham suggested having entertainment at the Advising Services events to get more students involved.

4. SBDC update (Janice Donaldson)

- Janice thanked Mark for recognizing the SBDC staff award recipients at the faculty meeting. She also thanked Derek for including the SBDC in Coggin Career Week.
- The SBDC will reactivate staff help for the counties that were affected by the recent storm.

- SBDC needs help to get more students involved as participants in the Florida Venture Collegiate Competition. Only two students have come to the orientations. These students suggested CCB talk in classrooms and to the student clubs to spread the word.
- 5. Development Office update (Jen Weiler)**
 - Jen, Megan and Mark are working diligently on the three primary fundraising goals: Center for Entrepreneurship, undergraduate scholarships, and the Bloomberg Lab. Jen will provide an update on where CCB stands with respect to fundraising at the next meeting.
 - Jen thanked the faculty for being open to having speakers in their classes through the CCB Speakers Bureau.
 - 6. Spring/Summer classes update (Chris Johnson)**
 - The summer and fall schedules are due by Monday, December 3rd.
 - Chris passed around a handout that showed the time blocks for scheduling of classes.
 - There was a discussion on working to get approval for the 4 courses to be scheduled on Monday/Wednesday mornings for an hour and 15 minutes instead of the Monday/Wednesday/Friday for 50 minutes. This will better address the needs of senior level students. It was noted that no conflict exists with general education courses and CCB has faculty willing to teach these courses. Chris will continue to discuss this scheduling issue with Academic Affairs/Registrar to hopefully receive approval for the suggested changes.

New Business

- 1. Official CCB office hours are 8:00 am-5:00 pm, annual leave reporting**
 - Mark reminded the EC that the official UNF office hours for academic units are 8:00 am – 5:00 pm. He also reminded the EC to be sure to file annual and sick leave as appropriate.
- 2. Office managers must have access to department chair calendars**
 - Office managers need to have access to the department chair calendars by the end of the month.
- 3. Business Analytics degree update (Lakshmi Goel)**
 - The task force has met twice, and Jay Coleman said a business analytics degree would align well with the SUS performance metrics. The next steps are putting together data on the market demand for business analytics. There is strong support from Academic Affairs and President Szymanski.
 - The operational management and IS faculty are working to put together a major that will fit with a degree in IS that will teach quantitative methods and analytics.
 - A concern that came up in both meetings was that Coggin is short on computer lab space. A suggestion was made to try to create a new computer lab in building 10 in space created by the departure of the Confucius Institute in February 2019.
- 4. Downtown campus update**
 - Paul Stewart (architect) meets with Danis Construction every two weeks. In November, Mark and Jen will go down to the Center to start giving hard hats tours to donors and prospective donors. On 12/1/18, UNF will officially take delivery of the space. The grand opening for the Center for Entrepreneurship is 1/24/19.
- 5. Fidelity on-site MBA update (Dawn Russell)**

- Dawn has received good feedback from the professors Paul Fadil and Russell Triplett.
 - Mark, Lakshmi, and BCH representatives met with Mayo and Ascencion (St. Vincent's) and discussed three degree options (MBA, MSM, and EMHA) their employers can take based on their needs. Working on setting up a follow up meeting.
- 6. Department chairs need to plan faculty hiring requests for Fall 2020**
- Mark needs the Chairs to think about their hiring needs and justifications. At the current time, it looks like CCB will submit its hiring requests for fall 2020 in January.
- 7. CCB Testing Lab reminder to Faculty**
- CCB is working on an online intake form for faculty to fill in when needing the testing lab. The form will be sent to Mark and Chris by CCB's webmaster.
- 8. New faculty retreat update on 10/12 (Chris, Andres, Lakshmi to lead)**
- An email was sent to the EC with the itinerary. The morning will focus on teaching, student success and engagement, and support services for faculty. The afternoon will focus on research, P&T, and annual evaluations.
 - Mark and Chris thanked Andres and Lakshmi for their tremendous help.
 - Lakshmi thanked Megan for leading the team building exercise.
 - The FAAE Conference starts on Thursday night.
 - Reham suggests getting feedback from the junior faculty on the retreat.
- 9. Outside Activity Reporting requirement reminder**
- 10. Research support in Coggin (Reham)**
- The EC agenda included a handout with M & L faculty suggestions for improving the research climate in CCB. Mark asked the chairs to have discussions with their faculty and bring forth ideas. He also thanked Rachel Frieder for her research series initiative presented at the All College Meeting on 10/5/18. Reham emphasized the need to reserve a continuing agenda item in the EC for discussing how to support faculty research and to create channels of communications/forums where faculty can proactively share their specific research support needs. This can help in understanding the extent and form of research occurring in the college; in affirmatively identifying, developing, and initiating strategies to support such research; and in holding Chairs and other administrators accountable in their respective roles in relation to this important aspect of our faculty's academic life. Mark encouraged having internal discussions within departments to further explore this.
- 11. Hospitality & Tourism degree program (FSU)**
- Mark met with Bob Brymer from FSU, and he will continue to have discussions with him on how such a degree program could work at UNF. Possible areas within the degree include golf course, restaurant, and hotel management.

Deferred Items

- 1. Cheating Ad Hoc Committee & DRC exam security meeting**
- 2. Adding major videos to CCB website**

Adjournment: The meeting was adjourned at 11:10 am.