

**Coggin College of Business  
Executive Committee Meeting  
November 8, 2018 (9:30-11:10 am)**

**Members Present:** Dawkins, Russell, Donaldson, Jackson, Jaeger, Johnson, Weiler, Goel, Eltantawy

**Members Absent:** Guffin (attending conference), Frankel (out of the country)

1. **Approval of 10/11/2018 minutes-** The minutes were approved with Reham's edit.

**Recurring Business**

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

- Mark will forward Derek's update after the meeting.

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

- Registration starts on Tuesday, 11/13, and Jennifer asks that the chairs and programs manager be available if needed for any last-minute waivers. She also asked them to remind their faculty to let students know to add themselves to the waitlist or come to Academic Advising if they need to add a class.
- So far, Academic Advising has reviewed 244 policy applications, and 212 fall graduates have been pre-certified. In addition to registration and fall graduation, Jennifer needs the department chairs to review and update the wording in the Fast Fact brochure that CCB distributes as a recruiting tool.

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

- The statewide Florida Venture Forum is in May, and Janice said 7 students have expressed interest so UNF may enter two teams in the competition. She is looking to have another orientation session in the upcoming weeks to bring the students together.
- Janice also was contacted by the head of the Office of Entrepreneurship from Mayo, and there will be a meeting on 11/19 with Mayo to talk about different programs and possible collaborations. On 11/14, the Iceman host a Small Business Night and all are invited.

5. **Development Office Update (Jen Weiler)**

- Through 10/31, Coggin has received \$617,000 from gifts and pledges. This includes the second payment from Luther and Blanche for the Center for Entrepreneurship. Donor prospects will be giving hard hats tours to the center in late November and December.
- For scholarships, \$59,012 has been raised for this school year (2018-19).
- In addition, CCB has New York prospects for the Bloomberg lab. There are also alumni events planned for February with alumni and donors in Atlanta.

## **6. Summer/Fall Classes Update (Chris Johnson)**

- The deadline for inputting the Fall 19 schedule is 12/3. If a class is scheduled outside the approved time block, there is a require exemption request that needs to be completed and submitted to for Academic Affairs. All CCB summer schedules should be created based on expected demand for each class.

## **New Business**

### **1. Official CCB Office Hours are 8:00am-5:00pm, annual leave reporting**

- Please make sure offices are open from 8:00 am – 5:00 pm since this is the official office time for academic units.

### **2. Office Managers must have access to department chair calendars and department chairs need to keep their calendar current.**

- All planned meetings need to be on calendars for scheduling purposes.

### **3. Business Analytics Degree Update (Lakshmi Goel)**

- The committee met on the 11/2 and have nailed down a timeline, and the degree will be a Master's in Business Analytics with an expected start date of Fall 2020.
- Mark thanked those who are working on the committee, and thanked Andres for working with John Kantner on the GlobalMBA conversion (i.e., the Global MBA will be a standalone degree expected to start in Fall).

### **4. Downtown Campus Update**

- There MBA classes will not start downtown in January, and are expected to start in May. Two MSM classes will start in January.

### **5. Fidelity On-Site MBA Update (Dawn Russell)**

- There will be two courses for Spring semester. Reham asked for a separate discussion about staffing the courses down the road, and Mark said to plan on a meeting on this topic in early January.

### **6. Department Chairs Faculty Hiring Requests for Fall 2020 due by Friday, 1/11/19**

### **7. CCB Testing Lab Reminder To Faculty**

- Mark will send out an email to faculty indicating that all rooms in CCB are eligible for the Testing Lab. Chris is working with CCB's webmaster Will to get the online request form up and available.

### **8. New Faculty Retreat Feedback (Chris, Andres, and Lakshmi)**

- The retreat was well attended by new and senior faculty, and great feedback was received from those who attended. A suggestion was made to coordinate this retreat with what the university does.

## **9. Outside Activity Reporting Requirement Reminder**

## **10. Research Support in Coggin**

- The Cupcakes, Coffee and Conversation series will start at the end of the month on 11/30. Reham suggest having continuous research conversations in the EC meeting.

## **11. Hospitality & Tourism Degree Program (FSU)**

- No update

## **Deferred Items**

- 1. Cheating Ad Hoc Committee & DRC exam security meeting**
- 2. Adding Major Videos to CCB Website**

## **Announcement**

- **Kirk Williams, the chair of the BAC, will give the inaugural Keynote speech at the Graduate Hooding Ceremony at 11:30 am on 12/7.**
- **The Provost position description and announcement will go live on 11/13.**