

**Coggin College of Business
Executive Committee Meeting
December 11, 2018 (9:00-10:30 am)
Minutes**

Present: Dawkins, Watts, Leonzon, Loh, Eltantawy, Gallo, Jackson, Guffin, Russell, Johnson, Jaeger

Absent: Donaldson, Weiler, and Goel

1. **Approval of 11/8/18 minutes** - - The minutes were approved unanimously.

Announcement: Jen will be leaving the Dean's Office on 12/21/18 and returning to The First Tee on 1/2/19. We will start a search for a new Director of Development (DOD) in January. Dean Dawkins thanked the Dean's Office for their work with the Holiday Social on 12/7/18 in his absence.

Recurring Business

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

- Career Week is set for the spring semester on February 4 - 9. Handouts with Career Week information were distributed to the committee. One change for the Spring Career Week is the addition of more student mixers. For the spring, the Osprey Career Fair will be from 3 - 6 pm on Tuesday, February 5 to allow more students and employers to attend.
- Derek asked those who have worked with Sam and Susan to send an email before the holidays to show thanks for all their hard work during the semester.
- Derek is requesting feedback on the usage of the television monitors that will be placed in buildings 42 and 10.
- Dean Dawkins suggested units start thinking about reconfiguring office spaces in the college for Advising Services, T&L, and IB in the spring once the Confucius Institute closes.

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

- The suspension list opens today and will close on 12/13/18. The Advising Office will be looking at several lists to verify information. There will be mandatory second year advising going forward with holds placed on students' accounts.
- Jennifer asked the faculty to tell their students to check their UNF email account in addition to looking in Canvas for information coming from Advising Services.
- The University Open House scheduled for 1/19/19 has been canceled. The next University-wide Open House is scheduled for 4/13/19. CCB will need faculty support for this event hosted by the University.
- Jennifer asked for faculty to process any of their SPAPS in their queue.

- Jennifer emailed the chairs about the Ospreys Road Map, and she would like to know where ENC3250 will be placed on the road map for the different departments.

4. SBDC update (Janice Donaldson)

- No report

5. Development Office update (Jen Weiler)

- No report

6. Accreditation & Assessment (Chris Johnson)

- Chris continued the discussion of the placement of ENC3250 on the Road Map. The recommendation from the committee, in conjunction with the Writing Program, is to have this course between terms five and six. This will be the end of students' sophomore and beginning of junior year. This course needs to be strongly recommended during terms five and six but is not required at this point. Placement between terms five and six allows for an assessment of students writing at the end of the program in the Policy class.
- Mary Beal is CCB's lead for assessment and helps Chris with accreditation. She is gathering data and will have a report of current CCB assessment efforts. Mary has reached out to Robert Slater to work with him regarding accounting assessment, in addition to working with the Continuous Improvement Committee.
- Chris will need a list from each chair summarizing the faculty intellectual contributions for 2017-2018. He will send out a template with how the information needs to be compiled.
- President Szymanski informed the deans he will start a strategic plan process in the spring.
- The Accounting CIR2 reaccreditation report is due on January 15, 2019.

7. Summer/Fall classes update (Chris Johnson)

- No update for Summer/Fall classes. Schedules are up for these time frames.
- Students will now be able to review course schedules earlier than previous years for fall and summer.

New Business

1. Business Analytics degree update (Lakshmi Goel - presented by Albert Loh)

- 12/6/18 was the last meeting of the year regarding the Business Analytics degree. In the meeting, CCB and CCEC faculty discussed curriculum regarding concentrations and prerequisites. This program has a target date for fall 2020.

- 2. Downtown campus Grand Opening celebration on 1/24/19 from 5:30-7:30 pm**
 - The downtown campus Grand Opening date will need to be changed from 1/24/19 to avoid conflicting with the JU basketball game and the Chamber's Annual Meeting.
 - CCB has hired Karen Bowling as Director of the Center for Entrepreneurship, and her start date is 1/14/19.
 - The Dean is working with PR to connect with alums regarding the start of classes on 1/7/19 at the downtown campus. For the spring, there will be two MSM classes, and MBA classes will start in May.

- 3. Fidelity on-site MBA update (Dawn Russell)**
 - CCB will have more flexibility to offer different classes in the future. Reham suggested having another conversation about the role of marketing classes at the Fidelity location.

- 4. Department chairs faculty hiring requests for Fall 2020 due by Friday, 1/11/19**
 - Dean Dawkins remind everyone to finish their justification for faculty hiring to be submitted to him by 1/11/19.

- 5. CCB Testing Lab**
 - The CCB Testing Lab started last fall with one student on the first date, and grew to 35 students on the last date in December.
 - The online form is ready and faculty are advised to utilize it this spring.

- 6. Research support in Coggin**

- 7. Issues regarding Poor Teaching**
 - The Provost noted in a Council of Deans meeting that most faculty are doing a great job in the classroom at UNF, and indicated some ongoing concerns regarding poor teaching at UNF by a small number of faculty and/or in specific courses. Jay Coleman is creating initial metrics to try to identify problem classes and faculty so Deans and department chairs can take corrective action to improve overall teaching going forward. The Dean expects more discussion to follow in the spring.

Deferred Items

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