

**Coggin College of Business
Executive Committee Meeting
June 13, 2019 (9:00-10:30 am)
Minutes**

Present: Dawkins, Bowling, Jaeger, Eltantawy, Jackson, Guffin, Donaldson, Johnson, Gallo, Leonzon, and Watts

Absent: Loh, Goel, Russell

1. **Approval of 5/9/19 minutes** - Minutes approved unanimously.

Recurring Business

2. CMC/CCB Marketing Update (Derek Guffin)

- The CMC, in conjunction with Advising Services, have been meeting with incoming freshman during orientation.
- On June 28, the CMC is hosting its Employer Summit and there are approximately 35 companies registered with focus on the S.T.A.R. Program, posting position on Handshake, and how to start an internship program at smaller companies. These topics will be discussed in more detail during the breakout sessions.
- Derek is working with Will (webmaster) on creating a webpage to separate internships by subject area. Derek show the Department of Communication's internship webpage as an example.
- Derek is now coordinating the TV installations with the estimate completion date in the middle of July. The TVs will be used as advertising tools for the college.
- Derek, Dean Dawkins and Dr. Johnson met with Cannon Design, a company known for large-scale design/marketing projects for universities (e.g., UF, UGA, TCU, SMU, etc.).

3. Advising Services Update (Jennifer Jackson)

- The Assistant Director interviews are complete, and Jennifer plans to select a candidate next week.
- All CCB students are now assigned an academic advisor, with approximately 500 students per advisor. An appointment system is currently being put in place to facilitate students scheduling appointments.
- Precertification will open June 16, and policy applications for fall are open until June 30.
- Jennifer asked the department chairs to share feedback on a draft concurrent enrollment policy. She also plans to share the information with the Advising Services staff.

4. SBDC Update (Janice Donaldson)

- The annual meeting of the SBDC will be the week of June 24th in Orlando.

- The graduate student position is still open, and the office is interviewing the second applicant.
- 5. Development Office Update (Teresa Nichols)**
 - Teresa and Karen met last week, and fundraising continues for the CEI.
 - 6. Center for Entrepreneurship and Innovation Update (Karen Bowling)**
 - The CEI application went live yesterday, and applications are due July 12th. After a selection process, Karen is considering interviews with the applicants.
 - The Assistant Director position has been approved and posted.
 - The CEI hosted a Young Lawyers event with 150 attendees, and this group will now volunteer with an Ask-a-Lawyer Day once entrepreneurs are active in the CEI.
 - The CEI is also hosting a Jax Small Business Help and Innovate Jax event.
 - Karen is working with Teresa and the Dean to complete building the CEI Advisory Council.
 - 7. Summer/Fall classes Update, Accreditation & Assessment update (Chris Johnson)**
 - Dr. Johnson thanked Drs. Jaeger and Eltantawy for sending in their department's scholarship reports.
 - As a friendly reminder, when completing annual evaluations, also submit the previous year's evaluation.

New Business

- 1. Business Intelligence degree updates (Lakshmi Goel)**
 - Dr. Goel is working on completing full proposals for the MS and BBA degrees by the 9/1/19 deadline to submit to the university.
- 2. Downtown campus/Fidelity on-site MBA update (Dawn Russell)**
- 3. Department chairs faculty hiring requests for Fall 2020 update**
 - ✓ FIN is requesting 1 tenure-track and 1 instructor line
 - ✓ MAR is requesting 1 tenure-track line
 - ✓ MAN is requesting 2 tenure-track IS for Business Analytics
 - ✓ MAN is requesting 1 tenure-track in Entrepreneurship
 - ✓ T&L is requesting 1 tenure-track line per ML & SCM proposal
 - ✓ ECO is requesting 2 tenure-track (one conversion from a visiting line)
- 4. Traynham Endowed Professor update (effective 7/1/19)**
 - 1.** Oliver Schnusenberg is the Traynham Teaching Professor
 - 2.** Andres Gallo is the Traynham Service Professor
 - The Dean is working on formal letters for UDAE to enter these new professorships into its system.
- 5. Adding yearly checklists to CCB website (Reham/ Jennifer/Derek)**
 - There have been two meetings with a draft of the checklist expected to be completed by the 17th.
- 6. Adding department, major, internship, CMC, etc. videos to CCB website (Jennifer Jackson)**
 - No progress on the videos this summer.
- 7. Enrollment caps for online classes**

- There was a discussion to have the cap for online to be 43 instead of 50, which will align online classes with face-to-face classes.
8. **uCertify.com certifications (<https://ucertify.com>) \$120/course/year (\$80 each for material & lab). Can select partial year license to match semester schedule.**
 9. **Research support in Coggin**

The meeting adjourned at 10:30 am.