

Coggin College of Business  
Executive Committee Meeting  
December 12, 2019 (9:00-11:00 am)  
Minutes

Present: Dawkins, Donaldson, Gallo, Garrett Guffin, Jackson, Jaeger, Johnson, Leonzon, Loh, Russell, and Watts

Absent: Bowling (judging competition), Eltantawy, Goel

Guest Speaker: Chadwick Lockley – Syllabi Repository

- x Chadwick is visiting all colleges to request that syllabi be uploaded by the Friday after update. No report – Karen is judging a student business plan competition this morning.
- x The CEI Holiday Social is this evening from 5:30-9:00 pm and the UNF Alumni Holiday Social is from 7:00-9:00 pm tonight.

3. CMC/CCB Marketing update (Derek Guffin) -

- x The CMChas been talking to 8 - 12 employers a week in preparation for CCB's Scan be served by the program. There is a development program for the
- x Blade is working on a large project (e.g. he is running all webpages, PDF's and webpages as needed)
- x Mark complimented Derek on the work they are getting increased use

The slides should be consistent in format, balanced and be quickly readable since each slide has a limited presentation time.

4. SBDC update (Janice Donaldson)

- x Janice congratulated Lakshmi and Diane Denslow for their case studies in their classes. The students completed consulting log and an in-kind form which says the student donated those hours. SBDC has received \$25,000 to \$30,000 in-kinds for their consulting hours and the hours are valued at \$20.00/hr. CB has a new part-time faculty who is teaching an entrepreneurship marketing class in the spring, and she also plans to do cases and project management cases.
- x SBDC has found an international trade specialist.
- x

7. Spring/summer classes update, Accreditation & Assessment update (Chris Johnson)
  - x The in-house deadline to upload the Summer 2020 class schedule is January 24<sup>th</sup> and February 2<sup>nd</sup> for the Fall 2020 class schedule. This gives CCB time to work out any problems, especially with the computer labs, before the official deadline of February 7<sup>th</sup> and March 13, respectively. Dawn mentioned that faculty were able to use computer labs in other buildings. However, some faculty said there can be issues with the outside labs (e.g., software, etc.) There was a brief discussion about requiring graduate students to have a laptop.

### New Business

1. Minimum enrollment for online classes (Mark Dawkins)
  - x Mark indicated there is variability across CCB departments with respect to the minimum enrollment for online classes and he suggested 43 to 50 students. For purposes of consistency, it was decided to set the minimum number at 43 students unless there is a pedagogical rationale for a lower minimum.
2. Maintenance of courses and communication to students regarding courses (Jennifer Jackson).
  - x Jennifer asked if going forward department chairs draft communications to students instead of relying solely on advising to draft announcements (cancellation of classes, etc.)

graduate programs have good admit numbers for the spring given the ongoing DOE audit issues and the graduate business analytics certificate has 7 students mentioned. Regency Centers is interested in UNF's graduate programs.

7. Overloads – Department chairs must justify splitting sections if it creates a faculty overload.