

BENEDICT COLLEGE

**Tyrone Adams Burroughs School of Business and Entrepreneurship
School Meeting Minutes
August 13, 2019
Duckett Hall
1:00 pm**

Attendance:

Dr. Iva Walters	Mr. Darryl Smalls	Mr. Ben Washington Jr.
Dr. Melvin Miller	Ms. Carolyn Powell	Dr. Clement Agbatutu
Dr. Victor Oyinbo	Dr. Ashford Chea	Dr. Barnabos Ajukuwa
Dr. Raymond Lee	Ms. Loretta Charles	Mr. John Sampson
Dr. Ebuta Ekure	Dr. Ranbanai Gwati	

- I. Welcome
Professor Miller welcome everyone to the meeting.
- II. Silent Meditation
Professor Miller ask everyone to have a silent meditation
- III. Introduction
Professor Miller introduce the new faculty. (Mr. John Sampson, Mr. Benjamin Washington Jr and Dr. Barnabas Ajukwa)
- IV. Majors/Minors/Program of Study
Professor Miller stated Supply Chain and Business Analytics Concentration was not approved by the Board as well as the minors.
- V. Fall 2019 master course Schedule and Edvance360
- VI. Advisement
Professor Miller stated Our students are being advised.
- VII. Course Requirements
 - a. Syllabus - **Professor Miller** stated syllabus are due by Friday.
 - b. Course Outline – **Prof. Miller** stated c/o are due by Friday.
 - c. Office hours - **Prof. Miller** stated office hours are very important
 - d. Faculty Profile -
 - e. Learning Modules – **Prof. Miller** stated learning modules are by Friday
 - f. Attendance Input daily in Edvance360 **Prof. Miller** stated this is very critical- Chair's, Dean have privilege to check you class at any time.
 - g. Record academic performance in gradebook

- h. Pre/Post Test
- i. Service Learning designated courses
- j. Classroom observation

VII. Classroom readiness

- a. Appropriate number of desk/chairs
- b. Technology

IX. Registration

X. Important Dates/Events

- a. Meeting with Freshman-august 15, 2019-P:00 am – Little Theatre
- b. Faculty Development conference
- c. Academic Calendar
- d. Carolina HBCU Talent Showcase – September 16, 2019
Prof. Miller stated the names are due by Friday, August 16th.

XI. Discussion/Question

ADJOURNMENTS

There being no further business to discuss the meeting was adjourned at 2:40 p.m.

Respectfully submitted,

Loretta Charles