

# BENEDICT COLLEGE

## Tyrone Adams Burroughs School of Business and Entrepreneurship School Meeting Minutes Thursday, August 13, 2020 Microsoft Teams

### Attendance:

Dr. Tracy Dunn	Prof. Michelle Dugar	Dr. Ranganai Gwati
Dr. Melvin Miller	Ms. Carolyn Powell	Dr. Raymond Lee
Dr. Innocent Nkwocha	Dr. Ashford Chea	Dr. Iva Walters
Mr. Darryl Smalls	Dr. Victor Oyinbo	

### MOMENT OF GRATITUDE

**Dr. Dunn** gave a moment of gratitude to everyone.

### APPROVAL OF MINUTES *(May 20, 2020 & August 3, 2020)*

The minutes were not available at this time.

**Concerns:** **Dr. Nkwocha** apologized for not attending the August 3, 2020 meeting He had some concern with the new communication policy.

**Dr. Dunn** mention that the new communication policy was agreed on at the last meeting.

*Refer to the agenda:*

### Objective I

**Dr. Dunn** stated the first two-weeks this week and next week we will be engaged in virtual teaching on via Zoom or Microsoft teams Dr. Dunn reminded everyone don't forget to record their class session so student that are student that are unable to attend will have access to the recordings.

**Dr. Dunn** stated according to Academic Affairs we are to hold office hours, the agreement is after August 21<sup>st</sup> we will start a hybrid model 5 virtual hours and 5 hours on campus Dr. Dunn ask everyone to submit his or her office hours to Ms. Charles.

### Feedback

**Dr. Nkwocha stated he shared his cell phone member with students.** Do we still need to meet with student in person on campus?

**Dr. Dunn** replied she has Teams app on her phone so students can call her without having her cell phone member.

**Dr. Chea** mentioned the laptop that he received is not working properly. He stated is using his personal laptop

**Dr. Dunn** ask did he email IT Services.

**Dr. Dunn** stated if you are having any technology issues please contact IT Services at ITServices@benedict.edu

**Dr. Gwati** stated would he need to hold office hours for that one student.

**Dr. Dunn** replied one student living on campus you will hold campus office hours

**Dr. Oyinbo** stated he sent an email to IT regarding is Benedict laptop. He is now using his person laptop

**Dr. Dunn** replied she would contact IT Services.

**Dr. Chea** ask will faculty return to campus after the two weeks

**Dr. Dunn** stated after the two week faculty will teach on campus We will get more information on this.

## **Objective II**

**Dr. Dunn** stated the IRMA Chart would take effect this Academic Year (IRMA Chart Presentation) will be sent to faculty Dr. Dunn reminded everyone that the Pre/Posttest was sent out to faculty. She also stated that faculty could do their own.

**Dr. Dunn** stated the rubrics that are needed have been developed.

Senior Defense:

**Dr. Dunn** ask are there any changes or recommendation.

**Dr. Walters** make a motion acceptance Senior Defense updates

**Professor Powell** seconded the motion

**Dr. Dunn** moved and seconded t updates the way we do Senior Defense to reflect the proposed changes that were sent. The motion were unanimously approved

## **Objective III**

**Dr. Dunn** stated we were not able to survey all of our graduates prior to the end of spring semester.

**Dr. Miller** stated a report would be given at the next meeting.

## **Other Concerns**

**Dr. Dunn** reintegrated August 31<sup>st</sup> is the deadline for faculty clearance. If faculty is unable to meet the deadline, contact the Dean's Office

**Dr Dunn** announce that Dr. Miller will now serve as the Department Chair person for both departments. He will also be servicing students and faculty.

**Dr. Miller** welcome colleagues back to a good semester and good year. He pointed out to make a successful year we all need to pull together. Get students where they need to be at an academic, placement, and future standpoint. We must retain a good customer service.

**Dr. Miller** stated he is looking good semester.

## **ANNOUNCEMENT**

- Next School Meeting – August 27, 2020, 11:00 am

o Invited Guests – Mrs. Sonya Johnson (CPISL) & HR Manager (Savannah River Nuclear Solutions)

**ADJOURNMENT**

There being no further business to discuss the meeting was adjourned at 12:00pm

Respectfully submitted,

Loretta Charles