

BENEDICT COLLEGE

Tyrone Adams Burroughs School of Business and Entrepreneurship School Meeting Minutes Wednesday, May 20, 2020 Microsoft Teams

Attendance:

Dr. Melvin Miller	Dr. Ranganai Gwati	Dr. Tracy Dunn
Ms. Carolyn Powell	Mr. Darryl Smalls	Dr. Ebuta Ekure
Dr. Iva Walters	Dr. Clement Agbatutu	
Dr. Ashford Chea	Ms. Loretta Charles	

Call to Order

Dr. Dunn called the meeting to order: 11:02 am

MOMENT OF GRATITUDE

Everyone expressed their moment of gratitude to one another.

APPROVAL OF MINUTES:

Dr. Walters made a motion to correct the May 7th minutes. Correction: minutes approved by Dr. Dunn and seconded by Dr. Chea. The other correction was under goal number (1) add a (s) to end to Dr. Walters name. Dr. Walter moved to accept the necessary correction of the minute. and seconded by Dr. Miller. Dr. Dunn moved the minutes to be approve with corrections recommended. The motion carried and the minutes were unanimously approved with no corrections from Dr. Dunn.

I. Strategic Goal: Strengthen Academic Programs

a. Objective 1: Increase student satisfaction with learning environment (e.g., instruction, support, resources)

- Student Feedback
 1. Faculty
 2. Dean's OfficeThere was not feedback at this time.
- Virtual School Graduation Party (Week of May 18)
- 3. Planning Committee

Ms. Charles stated she spoke with Ms. Knight and she said it would be hard to reach out to the other graduates schedules **Dr. Dunn** recommended that Ms. Charles, and the committee could possibly reach out to the graduates through mybenedict, cell phone blast to the remind apps.

b. Objective 2: Strategic Goal: Increase student learning outcomes

- IRMA Charts – AY 2020-21
 1. Rubrics Needed
 - a. Accounting Rubrics
 - b. Internet Marketing Final Project Rubric
 - c. Consulting Project Rubric

Dr. Dunn stated we would use the IRMA Chart in the fall. and the programs learning outcomes for each of the majors.

See Presentation – Dr. Dunn stated SLO B3-Business Environment was adopted in the absent of no objection.

IRMA Chart Presentation:

- o **Accounting**
- o **Business Administration (General Business)**

Dr. Gwati recommended for the program learning outcomes they are consistence across the programs. At the reinforcement, means should be greater than 75%. At the mastery level, means should be greater than 75%.
A vote was taken with the recommendation to keep Business Administration the same with no changes.
One person opposed
- o **Business Administration – Management**

Business Administration –Management was approved
- o **Business Administration – Marketing**

Business Administration – Marketing was approved
- o **Business Administration – Entrepreneurship**

Business Administration - Entrepreneurship was approved
Dr, Ekure mention about Finance
Dr. Dunn stated mail it out to everyone. we would approve it through a vote using a survey through E360.
Dr. Dunn stated the rubic need will be Accounting
Internet, Marking Constitution will be available at the Fall Retreat

- Senior Defense

- 2. Proposed Changes for Next Year

- a. Final Vote – Fall 2020 Retreat

Dr. Dunn stated we had the Best Senior Project Award for the past three years however; we were not collecting the Business Plans. The absent of having exemplars she will post an example. **Dr. Dunn** ask will that be acceptable for substitute.

Dr. Miller replied that will be fine.

Dr. Dunn stated once we are back in the fall we could make them electronic. Samples will be in profession sample in E360

Recommendation proposed change:

Students need to complete a Case Study to missing parts identify areas of improvement on the Business Plan and Research Paper. Dr. Dunn ask if they would like to identify a Case Study or write a Case Study. Faculty did not responded to the question therefore Dr. Dunn stated she may need to removed it from recommended changes

Recommendation proposed change:

Research Project I and II

Dr. Dunn stated the professors will us a plagiarism check on the final project.

(Grammarly is used by the college for plagiarism check)

Recommendation proposed change:

Dr. Dunn stated obtain by the Writing Lab approval prior to submission of the senior paper

Recommendation proposed change:

Dr. Dunn stated default senior project is for all students with a Business Plan.

2-Step process:

1) Students submit a research paper, senior project, application form, identify the their personal contact information, research question, research title, advisor, signature of the research advisor.

2) Apply to defend the, the application is filled out by the research advisor attached the form and a hardcopy of the research paper along with their evaluation using the research rubric. The rubric need to reflect a score of 70%

Dr. Dunn stated the adoption is postpone until the Fall

- c. **Objective 3: Strategic Goal: Increase graduate placement**

- TABSBE Placement Survey

1. 20 Completed
2. Final Report – Fall 2020 Retreat
Dr. Dunn stated there were 20 seniors who had completed the survey. The result would be ready at the Fall Retreat

ANNOUNCEMENTS

- Virtual Faculty Clearance – Spring 2020
 - Location
 - TABSBE Assessment Data E360 Community
 - Learning Module (Faculty Clearance Undergraduate Program – Spring 2020)
 - Requirements
 - Course Records
 - Course Assessments
 - Updated Resume/CV
 - Student Organization Summary (if applicable)
 - Scholarly and Professional Activity Survey
 - Faculty Satisfaction Survey
 - Dean’s Office Review Starts May 25
- ACBSP Update
- Brief MBA Faculty Meeting Today
Dr. Dunn ask faculty how could we honor Dr. Vowotor memory within the school.

ADJOURNMENT

There being no further business to discuss the meeting was adjourned at 12:15 p.m.

Respectfully submitted,

Loretta Charles