The meeting began at 1:00 pm.

1. **APPROVAL OF MINUTES**  
The Unit approved the minutes from the November 13, 2019 meeting.

2. **INTELLECTUAL CONTRIBUTIONS**  
Dean Petkus reported on the intellectual contributions since the last meeting.

3. **ENACTUS BOOK DRIVE ANNOUNCEMENT**  
Student Tejas Baidya announced that Enactus is collecting new and/or used business textbooks to donate to the Library. Campus drop off locations: ASB Dean’s Office, CSI Main Office, Linden Hall – First Floor.

4. **OPEN EDUCATION RESOURCES (OER) PRESENTATION**  
OER Task Force members Mark Skowronski and Hilary Westgate gave a presentation on the College’s available OERS and how they can be accessed.

5. **FAEC** – K. Zeno  
   - The Provost responded to the survey results (voted items) and will provide a written response.  
   - The Committee discussed opportunities for faculty-driven initiatives.  
   - New student evaluation form is different from previous.

6. **ARC** – S. Larson  
   - MBA revisions have been approved.  
   - Stephen will be finishing his term at the end of the year.

7. **GECCO** – D. Budeva  
   - New ASB course has been approved for Gen Ed in Creativity and Culture category

8. **MBA** – T. Landers  
   Tim discussed recruitment and promotion for the MBA program.

9. **MSAC** – C. Crawford  
   - Currently enrolling students in spring 2020 MSAC classes which includes both 4+1 current seniors and continuing MSAC students.  
   - Continuing to review applications for both Non-Accounting Transitional students and returning Accounting graduates  
   - In the process of converting MSAC Program into a 100% on-line program.

10. **DEAN’S ANNOUNCEMENTS**  
    Dean Petkus encouraged everyone to complete the SimpsonScarborough survey.
Faculty Assembly approved the two new ASB minors: Sports Management and Human Resource Management

As part of the College's 50th Anniversary, there will be an ASB Symposium on Thursday, March 26. The Dean welcomed ideas.

10. **ANNOUNCEMENTS**
Murray Sabrin announced that he will host a symposium in March. Also, his book on the Fed Reserve is available in the bookstore.

John Thomas discussed the new Blockchain Certificate Program

Meeting adjourned at approximately 2:30PM.
Minutes submitted by Deirdre Lynch