

Date: Friday, February 14th, 2020

Time: 14:30

Venue: Dr. Neville's office (Building 11)

ATTENDANCE

Sahar El Farouq, Idir Moukhlis, Dr. Mary Grace Neville, Aya Lyoubi (part-timer SBA assistant)

MEETING OBJECTIVES

- Discuss SBA representatives and the Bylaws.
- Discuss and present the research capstone in SBA.

MEETING MINUTES

The following points were raised:

○ SBA representatives

-Each major in SBA alongside the MBA will have a representative (7 students in total) and the process of choosing a representative will follow the same bylaws as the SHSS ones.

-We will have to go meet with ITS as soon as possible (Monday) to put up the platform where students can apply to be representative, as soon as the platform is available we will have to send an email to SBA students.

○ Research capstone

-Dr. Neville loved the idea of the research-based capstone and will be discussing it with other faculty members to see if they can implement it, as they will be reviewing the catalog and they will start working on the schedule for fall and summer in two weeks.