College of Business Administration  
Minutes: Chairs/Directors Meeting  
June 17, 2014 9am

Present: Belch, Ely, Grudnitski, Kawachi, Krentler, Probett, Rhyne, Salehizadeh, Varaiya, Whittenburg (for Chang)

Guest: Kelly Bowen

1. Teaching Excellence Award
   A CSU Manager of Labor Relations drafted an MOU to establish a timeline for conducting the trial of the CBA Teaching Excellence Award. Rather than soliciting applications and naming the awardees in Spring semester as originally proposed, the MOU calls for the process to be conducted in Fall 2014. The rationale for this change is that it will allow more time to assess the inclusiveness of the process. This change in schedule was accepted by the Faculty Development Committee in an email vote.

2. Student Success Fee: Academic Activities
   Ten percent of the revenue generated by the Student Success Fee is to be used to support academic activities. A three-tier process will be used to select the projects to be funded. First, a college-level committee will rank proposals submitted by students. A university-level committee will then rank proposals across the colleges using the colleges’ rankings. The final step is to allocate funds to the top-ranked proposals until available funds are used up. The process will start early in the Fall semester so students should be encouraged to start developing proposals early in the semester. Each college will need to establish a process to form its committee to provide the initial rankings. The general guidelines require (1) a minimum of three students on the college committee but no more than one student from each department and (2) at least four students for every faculty member. Therefore for the CBA, these guidelines require four to five students and one faculty member on the committee. The simplest approach is to have five students serve on the committee. The assistant or associate dean also serves on the committee.

3. Offices in EBA
   Nine offices on the third floor of the EBA building, newly released to the CBA, will be available for use by lecturers in Fall 2014. The allocation of these offices across departments were discussed using preliminary data on the number of course sections taught by lecturers and the number of potential students enrolled in their sections.

4. TMC Students
   Christine and Gary described 2012, 2013, and 2014 data recently provided by Enrollment Services on incoming undergraduate business students. A Transfer Model Curriculum (TMC) student is admitted into upper division even though s/he may not have completed all of the prerequisites. MIS 180, RWS 290, MATH 120, and STAT 119 are the most likely missing prerequisites. To minimize the number of TMC students lacking prerequisites as they move into the upper-division core, MIS 180 will be enforced as a prerequisite for all core except FIN 323. A recommendation arising from this experience is that the CBA should request data on incoming students every year.

The data from Enrollment Services further shows that the mix of incoming freshman and transfer students projected for Fall 2014 is very different from the mix in 2012 and 2013. Incoming Freshman for 2011, 2012 and 2013 were 811, 619 and 697, respectively. Thus with the drop in
freshman from 2011 to 2012, new declarations for 2014 will be below those for 2013. The 2014 forecast of incoming freshman is 888. The number of transfer students in 2012 and 2013 were 805 and 731, respectively. The forecast of transfer students for 2014 is 663. This pattern raises a concern that fewer students will be taking upper-division core business courses in Fall 2014 than projected when the Fall schedule was constructed.

5. **Assistant Dean Transition**

Christine Probett’s retirement date is July 15th. Since the process for recruiting and hiring the next assistant dean will be completed later than expected, Christine will be participating in several orientations scheduled after July 15: the first two freshman orientations, two transfer orientations, and the two days of graduate orientation. The new Assistant Dean, the Director of Undergraduate Studies, and Undergraduate Staff Adviser will support the other undergraduate orientation sessions.