Chairs/Directors Committee Meeting
January 27, 2015
Minutes

Present: Joe Belch, Janie Chang, Annette Easton, David Ely, Tita Gray, Gary Grudnitski, Davette Kawachi, John Putman, Larry Rhyne, Mehdi Salehizadeh, Nik Varaiya

Guests: James Tarbox (Executive Director, Career Services), Kathy Self (Career Development Manager, Career Services), Kelly Bowen

1. Introductions

The committee welcomed Professor John Putman. John has recently taken on the role of Director, International Business Programs.

2. Career Development Manager

Kathy Self, who recently accepted a joint position shared by Career Services and the CBA, introduced herself to the committee. Her goals include assisting with the business passport program and working to build connections between members of the CBA Board of Directors and students. Her focus is primarily on undergraduate students. This semester, Kathy is also teaching BA 401, Business Internship.

3. Graduate Outcomes Survey

James Tarbox described the Graduate Outcomes Survey. This survey has been administered since 2007 but could benefit from additional communication and incentives that would lead to greater response rates. Janie has worked with Career Services to pilot an approach aimed at collecting comprehensive placement data on accountancy students. The 109 students enrolled in ACCTG 432 were offered extra credit as an incentive to complete the survey, resulting in a response rate of 92%. James asked the chairs in the other disciplines to partner with Career Services in similar ways. It is possible to administer the survey to recent graduates as well as students enrolled in capstone courses. The committee was very receptive to working with Career Services on promoting the survey to improve the quality of information derived from it. A blank survey form is attached to these minutes.

4. Interim Associate Dean’s Report

- Class registration is underway. As of January 26, FTES for the College stands at 2918, or about 4% above target.
- Graduate Applications as of January 26 (relative to Fall 2014 applications at the same point in the application cycle) are as follows:

  MBA 181 (-19%)
  MSA 109 (-27%)
  MSBA-FTP 13 (-24%)
  MSIS 320 (+127%)
The number of applications to graduate programs might still jump before the deadline. However, these data coupled with the lower EMBA and SMBA cohort sizes, led a number of committee members to argue that a marketing position is needed to promote all of these programs.

5. CurricUNET

Over the past week, many committee members, faculty and staff attended training sessions for CurricUNET, the new online curriculum management system. CurricUNET represents a significant change in the procedures for submitting and approving curriculum proposals. Faculty involved with drafting proposals, curriculum committees and administrators who review proposals, and staff that support curriculum processes will all need to adapt to the new system. The following issues were discussed by the committee.

- Kelly Bowen and David Ely are the designated Curricunet Coordinators for the CBA
- Workflow is in part managed by CurricUNET so it is important that the data the CBA provides on committee memberships, curriculum originators, and approvers are complete and current.
- CurricUNET assumes colleges have just one curriculum committee (which is apparently true for all SDSU colleges other than the CBA). The CBA has four committees: Undergraduate, Graduate, PAC, and Steering, that touch curriculum. If the chair of any one of these committees were to approve a proposal, the proposal would move to the next higher level of review without the approval of the other committees. To ensure that all appropriate committees review a proposal, an internal college process will need to be followed that tracks the proposal’s status with each committee. Once all appropriate college-level committees have approved, Kelly will enter the college-level approval into CurricUNET.
- At the department level, the department chair will initially be the designated approver.
- Several proposals are in process and can be used as test cases. This will help those involved with processing curriculum proposals to learn about CurricUNET and to spot bugs.

6. Online / Hybrid Classes policy

SDSU now requires all colleges to have in place policies, expectations, and timelines for the submission and approval of hybrid and online courses and instructors. Ely will contact the chairs of the Undergraduate and Graduate Committees to ask their committees to address this mandate.

7. Other Discussion

The committee briefly discussed the relative merits of using hard registration stops and soft warnings to enforce course prerequisites. A hard registration stop prevents students with missing prerequisites from registering for a course. However, this approach may also prevent students who have completed prerequisites outside SDSU from registering. A student who is unable to enroll in a class during his or her registration window may experience a delay in graduating.
### Q1 After graduation, what will be your primary activity?

- Employment, full time paid [Code = 1]
- Employment, part time paid [Code = 2]
- Graduate or professional school, full time [Code = 3]
- Graduate or professional school, part time [Code = 4]
- Additional undergraduate coursework [Code = 5]
- Military service [Code = 6]
- Volunteer activity (e.g., Peace Corps) [Code = 7]
- Starting or raising a family [Code = 8]
- Actively seeking employment [Code = 9]
- Internship [Code = 10]
- Other (please specify) [Code = 11] [Textbox]
- Not seeking employment [Code = 0] [N/A]

**Required answers: 1**  **Allowed answers: 1**

### Q2 Upon your graduation, what is your estimated outstanding educational (tuition and other educational expenses) debt?

- No debt [Code = 0] [N/A]
- Less than $1,000 [Code = 1]
- $1,001 - $5,000 [Code = 2]
- $5,001 - $10,000 [Code = 3]
- $10,001 - $20,000 [Code = 4]
- $20,001 - $30,000 [Code = 5]
- $30,001 - $40,000 [Code = 6]
- $40,001 - $50,000 [Code = 7]
- $50,001 - $60,000 [Code = 8]
- $60,001 - $70,000 [Code = 9]
- $70,001 - $80,000 [Code = 10]
- $80,001 - $90,000 [Code = 11]
- $90,001 - $100,000 [Code = 12]
- Over $100,000 [Code = 13]

**Required answers: 1**  **Allowed answers: 1**
Q3 Where will you be residing?

<table>
<thead>
<tr>
<th>Option</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>San Diego County USA</td>
<td>1</td>
</tr>
<tr>
<td>Southern California (Excluding San Diego County)</td>
<td>2</td>
</tr>
<tr>
<td>California outside of San Diego County and Southern California</td>
<td>3</td>
</tr>
<tr>
<td>Western USA (outside of California)</td>
<td>4</td>
</tr>
<tr>
<td>Southwestern USA</td>
<td>5</td>
</tr>
<tr>
<td>Midwestern USA</td>
<td>6</td>
</tr>
<tr>
<td>Southern USA</td>
<td>7</td>
</tr>
<tr>
<td>Mid-Atlantic USA</td>
<td>8</td>
</tr>
<tr>
<td>Northeastern USA</td>
<td>9</td>
</tr>
<tr>
<td>North America (Excluding USA)</td>
<td>10</td>
</tr>
<tr>
<td>USA Possessions and Territories</td>
<td>11</td>
</tr>
<tr>
<td>Africa</td>
<td>12</td>
</tr>
<tr>
<td>Asia</td>
<td>13</td>
</tr>
<tr>
<td>Europe</td>
<td>14</td>
</tr>
<tr>
<td>Latin America and the Caribbean</td>
<td>15</td>
</tr>
<tr>
<td>Oceania</td>
<td>16</td>
</tr>
</tbody>
</table>

Required answers: 1 Allowed answers: 1

Next Page: Sequential

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Q1 = 'Employment, full time paid'
<table>
<thead>
<tr>
<th>Job Function</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting/Audit/Tax</td>
<td>1</td>
</tr>
<tr>
<td>Athletic Training-Rehabilitation</td>
<td>2</td>
</tr>
<tr>
<td>Computer Science/Programming</td>
<td>3</td>
</tr>
<tr>
<td>Dietetics-Food Industry</td>
<td>4</td>
</tr>
<tr>
<td>Education</td>
<td>5</td>
</tr>
<tr>
<td>Engineering</td>
<td>6</td>
</tr>
<tr>
<td>Entrepreneurship</td>
<td>7</td>
</tr>
<tr>
<td>Finance</td>
<td>8</td>
</tr>
<tr>
<td>Fitness Industry</td>
<td>9</td>
</tr>
<tr>
<td>Health</td>
<td>10</td>
</tr>
<tr>
<td>Human Resources</td>
<td>11</td>
</tr>
<tr>
<td>Information Systems</td>
<td>12</td>
</tr>
<tr>
<td>International Business</td>
<td>13</td>
</tr>
<tr>
<td>Management</td>
<td>14</td>
</tr>
<tr>
<td>Operations Management</td>
<td>15</td>
</tr>
<tr>
<td>Public Service</td>
<td>16</td>
</tr>
<tr>
<td>Real Estate</td>
<td>17</td>
</tr>
<tr>
<td>Sales &amp; Marketing</td>
<td>18</td>
</tr>
<tr>
<td>Scientific &amp; Technical</td>
<td>19</td>
</tr>
<tr>
<td>Social Services/Counseling/Psych</td>
<td>20</td>
</tr>
<tr>
<td>Other Professional (please specify)</td>
<td>21</td>
</tr>
<tr>
<td>Other Non Professional (please specify)</td>
<td>22</td>
</tr>
</tbody>
</table>

Required answers: 1  Allowed answers: 1
Q5 Within what sector of the labor market will you be employed? (Select the one choice that most closely aligns with your employment sector.)

- Accounting Firms [Code = 1]
- Communication products/Media [Code = 2]
- Computer Products/Technical/Internet Services [Code = 3]
- Construction/Transportation/Utility [Code = 4]
- Consulting Management/Engineering/Technology [Code = 5]
- Education [Code = 6]
- Financial Services/Insurance Sales/Banking [Code = 7]
- Fitness [Code = 8]
- Food Services/Restaurants/Hospitality/Amusement [Code = 9]
- Government [Code = 10]
- Health/Biotech/Medical [Code = 11]
- Manufacturing [Code = 12]
- Non-Profit [Code = 13]
- Petroleum Energy [Code = 14]
- Real Estate [Code = 15]
- Rehabilitation [Code = 16]
- Retail/Sales/Consumer Products [Code = 17]
- Other (please specify) [Code = 18] [Textbox]

Q6 Where did you learn of your current employer/employment opportunity? (Check all that apply)

- Referral by a friend or a relative [Code = 1]
- On-campus interview program [Code = 2]
- Offer based on a part-time job, internship, or co-op contact [Code = 3]
- Career Services' website (Aztec Career Connection) [Code = 4]
- Student organization [Code = 5]
- Faculty member [Code = 6]
- Social Media (Facebook, LinkedIn, etc.) [Code = 7]
- Career Fair or career-focused event [Code = 8]
- Internet listing (such as Monster or CareerBuilder) [Code = 9]
- Professional publication, newspaper or other publication [Code = 10]
- Employment agency [Code = 11]
- Other (please specify) [Code = 12] [Textbox]

Q7 What will be your annual salary? (Please enter a whole number with no commas or periods.)

[Code = 1] [Textbox - Numeric]
Q8 Does the annual salary you indicated in the previous question include bonuses, commissions, and/or benefits?

Bonuses (please indicate how much) [Code = 1] [Textbox]
Commissions (please indicate how much) [Code = 2] [Textbox]
Benefits (please indicate how much) [Code = 3] [Textbox]
Other (please indicate how much) [Code = 4] [Textbox]
Not applicable [Code = 0] [N/A]

Q9 Which of the following statements pertains to your full-time job?

Upon entering SDSU as a student, I already had the full time job that I will be doing upon graduation. [Code = 1]

I acquired the full time job that I will have after graduation while a student at SDSU or shortly thereafter. [Code = 2]

Q10 When did you accept the offer for your current position?

At graduation (0 - 3 months following graduation) [Code = 1]
0 - 3 months before graduation [Code = 2]
4 - 6 months before graduation [Code = 3]
7 - 9 months before graduation [Code = 4]
10 months or more before graduation [Code = 5]

Q11 What factors contributed the most to your successful job search or post-baccalaureate study acceptance?

[Code = 1] [Textbox]

Q12 Did you have a part-time job or summer job while at SDSU (excluding co-op or internships)?

Yes [Code = 1]
No [Code = 2]

Q13 Did you hold a part-time job on campus during the 2013 - 2014 academic year?

Yes [Code = 1]
No [Code = 2]
Q14 Did you have a co-op or an internship while at SDSU?

| Yes [Code = 1] | No [Code = 2] |

**Required answers: 1**  **Allowed answers: 1**

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Q15 How many co-ops and/or internships did you do while at SDSU? (Please enter whole numbers only)

| Co-ops: [Code = 1] [Textbox - Numeric] | Internships: [Code = 2] [Textbox - Numeric] |

**Required answers: 0**  **Allowed answers: 2**

Q14='Yes'

Q16 Were you offered permanent employment with an organization in which you had a co-op or internship?

| Yes and I accepted the offer [Code = 1] | Yes, but I did not accept the offer [Code = 2] | No [Code = 3] |

**Required answers: 1**  **Allowed answers: 1**

Q14='Yes'

Q17 Were you aware of the Career Service Center at SDSU while you were a student?

| Yes [Code = 1] | No [Code = 2] |

**Required answers: 1**  **Allowed answers: 1**

Q18 Did you study abroad while at SDSU?

| Yes [Code = 1] | No [Code = 2] |

**Required answers: 1**  **Allowed answers: 1**

Q19 Are you willing to participate in a follow-up survey?

| Yes (please enter an e-mail address where you can be contacted in the future) [Code = 1] [Textbox] | No [Code = 2] |

**Required answers: 1**  **Allowed answers: 1**