College of Business Administration
Graduate Committee

Minutes: October 13, 2003 2:15 pm. Dean’s Conference Room

Members Present: Craig Dunn, David Ely (Chair), Murray Jennex, Cristel Russell, Janis Tan (GBSA)

Item 1. Announcements
Graduate Council approved a new policy on graduate admissions ([Graduate Council Minutes](#), September 11, 2003) Currently, the minimum required GPA is 2.75 with exceptions granted by Graduate Division on a case-by-case basis. Under the new policy, the required GPA will be raised from 2.75 to 2.85. However, colleges or departments will be permitted to admit up to 10 percent as exceptions. The new policy will be effective Fall 2004.

Item 2. New Course Proposal - MKT 729 - Contemporary Topics in Marketing
This would be a variable title course. Variable title courses provide a mechanism to offer different content under the same course number. Students can be exposed to contemporary topics in a more timely manner since a new course need not be created. The Committee was supportive of the proposal but raised questions on the course description and mode of instruction.

Action. Approved subject to editorial changes to course description.

Item 3. Graduate Course Enrollments
The committee continued its discussion on graduate course enrollments. A handout containing statistics on (1) the number of graduate courses classified by staffing formula and (2) course enrollments during Spring and Fall 2003 was distributed. Of the 94 graduate business courses listed in the current graduate bulletin (excluding 500 level, 696, 790, 798, and 799 courses), 51 are coded as a seminar. Of the sections of courses with the seminar staffing formula offered Fall and Spring 2003, 30 sections have enrollments over 25 students and 12 sections have enrollments over 30 students. The [University Curriculum Guide](#) states that the normal class size is 15 for seminar (staffing formula C-5) courses. The committee discussed ways to encourage departments to engage in conversations (1) on the appropriate class size for each of their graduate courses and (2) before class limits are adjusted. These discussions will continue at future committee meetings.

Next meeting: November 3, 2003, 2:15pm, Dean’s Conference Room

David Ely
For the College Graduate Committee