College of Business Administration
Graduate Committee

Minutes: November 3, 2003 2:15 pm. Dean’s Conference Room

Members Present: David Ely (Chair), Murray Jennex, Sharon Lightner, Ken Marino, Janis Tan (GBSA)


Item 2. Course Change Proposal - Fin 522- Individual Insurance Management
Proposal would change course units from 2 to 3. The additional class time will be used to cover the current set of topics in greater detail.

Action. Approved

Item 3. AACSB Peer Review Team Report
The committee discussed the comments and recommendations of the AACSB review team made in their written report related to graduate programs.

One area of concern was MSBA advising: “Strengthening MSBA advising through appropriate levels of staffing both within the College and at the University, through improvement in the quality of information received by students ...”

These comments are somewhat puzzling since MSBA students must meet individually with a faculty advisor to create a program of study and to make any change to their program of study. Several issues were identified as possible reasons for these concerns. While most MSBA programs have program guidelines that outline requirements and provide advice, they are not always formalized and are not systematically disseminated to newly admitted students. Even when students are provided with a list of required courses, they may be unsure of the appropriate sequence to follow. Also, information about specific courses is not readily available. The course titles and descriptions found in the Graduate Bulletin are brief. And, class materials posted on Blackboard for a class are available only to students currently enrolled in that class. The committee will explore ways to improve the flow of information to MSBA students. The options for posting program guidelines and course syllabi on the internet and possible ways to expand the content of advising sheets will be discussed at the next committee meeting. The MSBA programs coordinator and staff involved with maintaining the college web site will be invited to the meeting.

A second issue raised by the review team concerns the assessment processes in the College. The committee reviewed the learning objectives for the MBA program and the “Assurance of Learning” section of the AACSB 2003 standards. There was agreement that the learning objectives for the MBA should be revisited and that direct assessment measures should be developed to complement the indirect measures currently in place. However, the committee will not pursue these until the College’s strategic planning processes are more complete.

Next meeting: November 24, 2003, 2:15pm, Dean’s Conference Room

David Ely
For the College Graduate Committee