Minutes: November 24, 2003 2:15 pm.  GMCS 329

Members Present: Craig Dunn, David Ely (Chair), Murray Jennex, Sharon Lightner, Ken Marino, Cristel Russell  
Guests: Nancy Kavanaugh, Sandra Temores-Valdez

Item 1.  MSBA advising
The Committee considered ways MSBA advising could be improved. This discussion was motivated by AACSB Peer Review Team’s recommendation to strengthen MSBA advising.

Sharon Lightner demonstrated the web site she created to provide information to MSA students pursuing the professional track. Content includes an official program planning worksheet, guidance on constructing an official program, and course information. Sharon also described the orientation sessions she organizes for MSA students in the professional track. The benefits of the web site include providing guidance to students before they meet with an advisor and preparing students to meet with an advisor.

Nancy Kavanaugh provided a preview of the graduate sections of the redesigned College web site. Committee members made a number of recommendations with regard to content and organization. The Committee also discussed ways advising materials could be incorporated into the site. It was decided to draft (1) standardized advising sheets for the MSBA programs and (2) standardized one-page descriptions of graduate courses. If these documents are judged to be helpful to students, they, along with official program worksheets, will be added to the online material currently available on the College web site.

Adjournment: 3:45

Next meeting: January 2004

David Ely
For the College Graduate Committee