College of Business Administration  
Graduate Committee  

Minutes: January 18, 2005, 9:30 am, Dean’s Conference Room  

Members Present: Heather Honea, Ken Marino, Mehdi Salehizadeh, Chamu Sundaramurthy  

Members Absent: Murray Jennex, Sharon Lightner  

Item 1. Curriculum Proposal by Lori Ryan  
Professor Ryan’s proposal adds Management 746, Seminar in Corporate Governance, to the Legal, Ethical, Political, and Economic themes for MBAs. The course was added to the graduate bulletin for 2004-2005.  
Action. The committee approved the proposal.  

Item 2. MBA Core Faculty / Assessment of SLOs  
The committee discussed the filing with the University of its MBA Assessment Report, due in October, 2005. The report will be based on assessments conducted by the MBA Core Faculty of two Student Learning Outcomes (SLO 1.1 and SLO 1.2). The assessment instruments will include student surveys, course exams, and reports. During the Spring semester, the committee plans to hold two events aimed at helping the core faculty:  
-- First, there will be a preparatory meeting to communicate the structure of a planned roundtable discussion. This event is scheduled for Friday, March 11th from 12-1pm.  
-- Second, a roundtable discussion will take place on Thursday, May 12th from 12-2pm, to be comprised of the MBA advisors and core faculty.  
The committee has designed a special template – intended to produce consistent data across the core courses – to be used by the faculty in preparing for the roundtable discussion.  

Item 3. University’s Response to the 2004 MBA Assessment Report  
The committee examined the University’s response to the 2004 annual assessment report (prepared and submitted by the then chair of the graduate committee, David Ely). The response found the report to be “excellent,” and to “serve as a model for the best practice in the assessment of student learning.” The only minor recommendation it offered was for the report to include additional statistical details on student sample size and the related findings. The committee will ask Professor Ely to furnish the requested 2004 details to the University. Additionally, for the next (October 2005) report the committee will collect data on the following: (a) the number of faculty members participating in the up-coming roundtable discussion; (b) the number of student reports assessed along with the number of students in each team; and (c) total class size, i.e., the number of students who completed the BA 795 project during a given semester.
Item 4. Acceptability of Transfer Units
Ken Marino asked the committee for guidance on the acceptance of transfer units from non-AACSB institutions. In line with the language of the graduate bulletin, the committee advised Ken that the Director of Graduate Programs should accept such transfers if students: (i) have received a grade of B- or better in each course; and (ii) can present a syllabus showing the comparability of each class to that offered at SDSU.

Adjournment: 10:50 am

Next meetings: February 1, 15; March 1; Dean’s Conference Room;
April 5, 19; CGI Conference Room

Mehdi Salehizadeh
For the College Graduate Committee