College of Business Administration
Graduate Committee

Minutes: September 8, 09:00am, Dean’s Conference Room

Members (in attendance):
Jim Beatty: IDS
Karen Ehrhart: MGT
David Ely: Graduate Director
Heather Honea: MKTG
Kuntara Pukthuanthong-Le: FIN
Gene Whittenburg: ACCTG

Item 1 Curriculum Proposals

The Management Department has been offering a special topics (696) course entitled Family Business Management. Given the time limitation (3 years) imposed on 696, the department wishes to offer this course on a permanent basis as Mgt. 749. A course proposal was submitted Spring 2008 and the Committee requested additional information before approving. During this meeting the Committee discussed the revised proposal and suggested the course syllabus include greater detail regarding individual assessment (the midterm and class participation). The Committee approved the course.

The Management Department is phasing out the Human Resource Management Concentration and needs to remove this concentration from the Graduate catalog. Courses specific to the concentration that must be deleted are Mgt 670 and Mgt 671. These curriculum changes address 1) issues related to low demand for the current course offerings and 2) the lack of faculty available to staff additional human resource management classes. The Committee approved the concentration deletion.

The IDS Department would like to add Project Management to the list of MBA specializations. The specialization responds to market demand for project management skills and consists of courses currently offered at the COB. The Committee approved this inclusion.

Currently, the MBA program allows students to waive 18 of 21 units of the core. The Graduate Business Programs Director is requesting a catalog change so that students may waive all 21 units in the core but be required to enroll in 3 additional units of electives to meet the minimum requirement of 30 credit units in the program of study. With this change an MBA student who has recently completed an undergraduate degree in business would not have to take a redundant course and could instead take an elective course. The Committee approved this modification. It was noted that if a particular department would like to raise the requirement for waiving a course for their students the department should contact the Graduate Business office.

Item 2 Fall 2008 Student Profiles
Dave Ely reported the Fall 2008 Statistics for incoming students. The statistics are more accurate than previous semesters because the data does not include students that reported that they would attend but are “no shows.” Generally, average GMAT scores are consistent with previous terms, approximately 600. *These average scores could actually represent an increase in average GMAT scores because the exclusion of no shows should serve to reduce the average (no shows tend to be individuals who have been admitted to multiple programs and have higher GMAT scores).

**Item 3 MBA Self-Study**

The Graduate Business Department must provide a self-study of the MBA program to the University this November. David Ely is preparing the initial draft and it should be ready for the Graduate Committee to review in September.

**Item 4 MBA Objectives Review**

The Graduate Committee determined that there has not been a change 1) in the University’s mission, 2) in the College of Business Administration’s mission, or 3) in characteristics of students served by MBA degree (as noted above in Item 3). Therefore, the MBA objectives do not require revision for 2008/2009.

**Item 5 MBA Assessment**

The Graduate Committee began discussions regarding the assessment of Goal 1 in the MBA program. Heather Honea will send committee members 1) a document listing Goal 1 and associated student learning outcomes, 2) the 2005 Assessment Report that addressed Goal 1, and 3) a list of graduate courses that are relevant to the assessment of Goal 1. Committee members must review the report and related materials before the September 21st committee meeting.

The September 21st committee meeting will finalize the Goal 1 assessment plan for Fall 2008. Faculty members whose courses will be relevant to the assessment of Goal 1 will be invited to attend this Graduate Committee meeting.

**Adjournment: 10:55 am**

**Next meeting: Monday, September 21st, 9:00 am, Dean’s Conference Room**

Heather Honea  
For the College Graduate Committee