CBA Graduate Committee Meeting Minutes
April 22, 2016, 1:00pm

Present: Karen Ehrhart (Chair), Robert Briggs, Damon Fleming, Heather Honea, Marie-Eve Lachance, Nikhil Varaiya
Absent: Tita Gray
Guest: Kristie Dock

1. Committee members discussed progress on the assessment of the core courses in the MBA program. Each Department representative has been working with core course faculty to identify and collect individual-level data during the Spring 2016 semester in order to assess Goal 1 (Develop a solid foundation in theoretical concepts and managerial skills needed for business). Dr. Honea was scheduled to give a presentation on graduate-level assessment efforts to the Program Assurance Committee on April 28. The Graduate Committee thanks Dr. Honea for her extensive efforts in managing and coordinating these efforts.

2. The Committee discussed concerns regarding 500-level courses, in terms of the extent to which the workload and grading expectations are different for graduate and undergraduate students. According to the current Graduate Bulletin, there are six 500-level courses in ACCTG, five in FIN, one in MGT, two in MIS, and zero in MKTG. University policy indicates that when proposing a new 500-level course, the course must “provide a graduate experience for graduate students.” Faculty proposing and teaching 500-level courses should clearly indicate expectations and criteria for undergraduate students and graduate students in their syllabi.

3. The Committee discussed the possibility of distributing guidelines for graduate-level curriculum proposals to faculty in the College. These guidelines would be relevant to (1) faculty who are developing curriculum proposals for new or revised graduate-level courses (including 500-level courses), (2) faculty teaching existing graduate-level courses (including 500-level courses), and (3) members of College Committees who review graduate-level curriculum proposals (including 500-level courses). The University-level Graduate Curriculum committee (headed by Dr. Fleming) created such a list, which will be sent to faculty.

4. Meeting adjourned. The next scheduled meeting (and last for the semester) is Friday May 6, 2016 at 1:30p.m. in the Board Room.