Undergraduate Committee; Minutes
September 10, 2001

Present: Pat Dintrone, Larry Gitman, Gary Grudnitski, Dong Jung, Kathy Krentler, Fred Raafat

I. Election of Committee Chair for 2001 – 2002
Larry Gitman nominated Gary Grudnitski to chair the Undergraduate Committee for the 2001-2002 academic year. The nomination was seconded by Fred Raafat. The committee voted unanimously in favor of Grudnitski.

II. Old Business
a. FIN 140 Number Change
   The committee reviewed a course change proposal from the Finance department to change the course number of Legal Environment of Business from 140 to 240. The proposed change was voted on and passed unanimously.

III. Review of the 2000 – 2001 Academic Year
Krentler asked the committee to review the minutes from its 5-14-01 meeting as they provided a review of committee actions in the previous year and needed committee actions for the upcoming year. Based on this review it was determined that 7 of the 10 reaccreditation initiatives originally charged to the committee have been completed. It was further determined that an 8th initiative is not the responsibility of the Undergraduate Committee but rather the Director of Assessment. Hence two initiatives remain to be completed. They will provide the basis of the committee’s work for the 2001 – 2002 academic year.
   **Re-Accreditation Initiatives**
   i. 1A.1: Objectives – Completed
   ii. 1A.2: Majors Consideration – Completed
   iii. 1A.3: Core/Prep Assessments – In Progress
   iv. 1A.4(a): Closing the Loop – Completed
   v. 1A.4(b): Advanced Assessment – Director of Assessment
   vi. 1A.5: Technical Requirements – Completed
   vii. 1A.6: Content Requirements – Completed
   viii. 1A.7: Integration of Core – In Progress
   ix. 1A.9: Documentation – Completed
   x. 1A.10: Documentation – Completed

IV. Update
a. Honors Program
   Krentler reported that the program has been initiated under the direction of Carol Venable. Numbers in the program are low but are expected to grow as the awareness of the program increases over the upcoming semester. Discussion occurred regarding whether it would be appropriate to
establish an Honors Committee or Advisory Board that could provide support and oversight to the program and its director. Krentler agreed to discuss this with Carol Venable and report back to the committee.

b. **Reaccreditation**

Krentler reported to the committee on the status of the college’s reaccreditation efforts. 2001-2002 is the self-study year for reaccreditation. It is likely that the Undergraduate Committee will be asked for help in preparing some portions of the self-study report. Further, it is important that the remaining reaccreditation objectives be completed during this year.

c. **Conferences**

Dintrone will be attending an AACSB conference on Assessment in October and Krentler will be attending the AACSB Undergraduate Programs Conference in November.

d. **60-Unit Rule**

The proposal to change the 60-Unit Rule in the college will remain tabled in the Undergraduate Committee until the Management Department puts forward curriculum changes that add to the total units required for their major.

V. **Plans for 2001 – 2002**

a. **Core/Prep Assessment (Initiative 1A.3)**

Dintrone reported on the status of the core assessment experiment in MKT 370 and FIN 323. Data was collected from students during their final exams during spring 2001 in all 370 sections and selected 323 sections. The data is still being input and will be ready for analysis by the committee some time during fall semester. The committee decided to proceed with collecting additional data, again in MKT 370 and FIN 323, during the current semester. Dintrone will inform Joe Belch, Marketing Department chair, of the need for additional assessment questions. Dintrone will also inform 370 and 323 instructors in the current semester that they will be administering assessment questions as part of their final exams.

b. **Scheduling Survey (Initiative 1A.7)**

Data collected from the scheduling survey administered to students during spring semester 2001 is still being input. It is anticipated that this process will be completed during the upcoming weeks. The committee should have the data to analyze before the end of fall semester. Of particular interest in the survey is the level of student interest in block scheduling of core courses. This type of scheduling could provide an initial step toward integration of core courses.

VI. **Objectives Assessment**

Krentler reported to the committee that the continuous improvement process for objectives for the B.S. degree in Business Administration requires annual consideration of 4 items that could trigger a review of the objectives. This
annual consideration should take place at the beginning of each academic year. The 4 items that could provide the trigger are:

- A change in the university’s mission or objectives for baccalaureate programs.
- A change in the College of Business Administration’s mission or objectives.
- A proposal for the addition or deletion of an existing major in the College.
- Change in the characteristics of students and other constituents served by the B.S. in Business Administration degree.

The committee determined that the first three items have not occurred in the past year. Discussion ensued regarding the need to gather data to determine whether the changes described in the fourth item have occurred. Dintrone and Krentler agreed to attempt to gather such data and present it to the committee at its next meeting.

VII. New Business
Dintrone reported to the committee on the newly instituted university plan by which the Pre-Business major is now impacted.

Next Meeting: Monday, September 24, 2001, 1:00; Dean’s Conference Room