I. Election of Chair
Krentler, as Director of Undergraduate Programs, called for nominations for the position of committee chair for 2002-2003. Grudnitski’s name was put forward. In the absence of other nominations the committee voted unanimously to elect Gary Grudnitski as the chair of the Undergraduate Committee for the year.

II. Annual Assessment of Change
As indicated in the CBA Self-Evaluation report, the committee should consider four factors at its first meeting of each academic year. Changes in any of these factors would spark a review of the stated objectives for the B.S. degree in Business Administration. Consideration of the first three factors took place:
A. Change in the University’s mission or objectives for baccalaureate programs;
B. Change in the College of Business Administration’s mission or objectives;
C. A proposal for the addition or deletion of an existing major in the college;  
This consideration produced the conclusion that none of these factors had occurred. It was further determined that additional information was required to assess the fourth factor:
D. Change in the characteristics of students and other constituents served by the B.S. in Business Administration degree.
Krentler was charged with providing the committee with data at the next meeting that would allow an assessment to take place.

III. 120 Unit Degree Mandate
Dintrone explained that the department chairs have received memos from Jane Smith, SDSU Assistant Vice President for Academic Services, mandating that their degree programs be reduced to 120 units. Pat distributed an analysis of total units required for business degrees (based on the 2000/2001 catalogue) which served as a starting point for discussion about how the departments might accomplish this mandate and what role, if any, the Undergraduate Committee should play in the process. It was decided that information should be collected from the departments before possible ways to accomplish the mandate are put forth. Information will be collected on the following three issues:

• How important are each of the nine prep courses in preparing students for upper-division work in each major offered by the college?
• How would each major in the college be affected if it were required to reduce requirements by four units (that could not come from the 15 units of common core)?
• How do departments feel about the role and importance of upper-division electives that their majors are required to take?

Krentler will develop an instrument to collect this data and distribute it to the five department chairs. An effort will be made to collect this information prior to the Undergraduate Committee’s next meeting.

IV. Honors Program

The committee reviewed a memo from Carol Venable, Director of the Business Honors Program. The memo discussed the first year of the program’s operation and specifically identified two problems that have been encountered:

A. Honors Program students are having a difficult time getting the two Upper-Division University Honors seminars that they are required to take as part of the program’s requirements.

B. Students are finding it difficult to complete three semesters of the CBA Honor’s Seminar after completing one semester as probationary program members because they often graduate in less than four semesters.

The committee discussed both issues as well as potential solutions offered in Venable’s memo. It was decided that:

• Krentler (working with Venable) should further investigate why CBA students are having a difficult time obtaining the University Honors seminars they need. There was a tacit promise by the University Honors Program when the CBA Honors Program was designed that the courses would be available. Krentler will report back to the Undergraduate Committee.

• The committee approved in theory that first semester Honors Program students should be allowed to register in the CBA Honors seminar (and to receive the book scholarship). This change to the program, however, needs to formalized through an official curriculum change. The committee will await this change form before acting further.

V. Core & Prep Assessment

Currently MKT 370, MGT 350, and FIN 323 are participating in core assessment. Dintrone agreed to talk to John Penrose, IDS chair, about when and how IDS 302 can join the core assessment program. Discussion about how to assess MGT 405 also took place. It was agreed that Krentler would talk to Dave Hampton, MGT chair, and ask for a proposal from the MGT 405 faculty regarding how that course could best be assessed. Brief discussion took place regarding the need to develop an assessment program for prep courses. This is a difficult undertaking as at least half of the college’s upper-division students are transfer students who typically complete their prep
courses at community colleges. The competency test being proposed for entrance to upper-division (discussed in VII below) is one possible solution.

VI. Core Integration
Krentler described the core integration pilot program that will take place during spring semester 2003. Discussion occurred of the need to develop a method of assessment for the program. Krentler indicated that she would be working with Dintrone this semester to develop plans for assessment as well as an appropriate means to choose students for inclusion in the program. Further, Krentler will meet with the four instructors who will be teaching in the program sometime during fall semester to ensure that they understand the goals for the program and work to coordinate test and assignment dates.

VII. Enrollment Management
Dintrone announced the latest upper-division declaration total for the current semester, 638 students (with one week left for declarations). This number is currently 31% above the forecasted figure for the semester of 487. It appears that the 2.9 GPA requirement is no longer acting effectively to keep numbers under control. Further it is believed that an increase in GPA will negatively discriminate against native SDSU students. Dintrone and Krentler described the outcome of discussions with Ernie Griffin, Director of Enrollment Management for the university. Griffin has agreed, in theory, to allow future upper-division admissions to be the result of a competitive process that would use an index comprised of GPA and performance on a standardized exam. Neither the details of such a change, nor its starting date, however, have been worked out. Whatever change occurs, students who entered the university under catalogue year 2002-2003 will need only meet the 2.9 GPA requirement. It is thus anticipated that we may have problems for a while.

VIII. Dual Degree Program (SDSU & ITESM)
Krentler informed the committee of an effort to develop a dual degree program between SDSU and Institute Technology de Monterrey (ITESM), Guadalajara Campus. Krentler and Dintrone attended a preliminary meeting regarding this effort in June. No formal proposal has been put forward at this point.

Meeting Adjourned at 2:00 p.m.

Next Meeting: Monday, September 23; Noon in the Dean’s Conference Room