Undergraduate Committee  
October 7, 2002  
Minutes

Present: Pat Dintrone, George Easton, Larry Gitman, Gary Grudnitski, Don Jung, Kathy Krentler
Absent: None

1. **120-Unit Degree**
Krentler informed the Committee that the proposal to reduce CBA degrees to 120 units by cutting four units of upper-division electives (one unit in the case of Accounting), thereby rescinding the College’s 60-Unit rule, had been endorsed by the Executive Committee at their meeting on 10-1-02. The Undergraduate Committee voted unanimously in favor of the proposal.

2. **International Business Program**
Grudnitski told the Committee that he had not heard back from International Business in response to the memo they received from him requesting additional information regarding two of the three dual-degree Programs being proposed. The items remain tabled until International Business responds.

3. **Assessment of Prep Courses**
The Committee discussed the need to assess prep courses. This is a challenging task since approximately 50-60% of upper-division CBA students complete their prep courses at community colleges. It was agreed that the five CBA prep courses would be assessed on a rolling schedule of one per year over the next five years. A process will be developed in conjunction with assessment of the first course chosen for assessment. The Committee voted to focus on IDS 180 during the 2002-2003 academic year. Grudnitski will communicate with the IDS Chair, John Penrose, indicating why IDS was chosen for assessment and also providing suggestions for the assessment process. The Undergraduate Committee requests a report on the progress in developing a process and implementing that process from the IDS Chair at the end of Fall 2002 semester.

4. **Undergraduate Committee Website**
The Committee discussed the value of developing a website. The ability to search through archived Minutes by topic or key words would be very valuable. Easton will look into this further and prepare a sample template for review by the Committee.

Meet Adjourned at 1:15 p.m.

Next Meeting: October 21, Noon; Dean’s Conference Room