Undergraduate Committee Minutes
January 24, 2005; 10:00 a.m.

Present: Pat Dintrone, Annette Easton, Gary Grudnitski, Kathy Krentler, Bruce Reinig, Mehdi Salehizadeh

I. Spring Enrollments
The Committee discussed spring enrollments as the first week of the new semester begins. Total declarations to upper division are down for the semester but FTEs are up. Some prep and core courses have seats still available but ACC 201, IDS 290, and MGT 405 are completely full. The potential for adding new sections given the budget situation and the fact that classes are beginning is not good. Many existing sections have already been expanded to seat capacities in their respective rooms.

The Committee agreed to explore the potential of restricting ACC 201 during the regular academic year to only majors that require the course, and opening it up to all in the summer.

II. Upper Division Welcome Reception
Krentler reported that the College will once again host an upper division welcome reception for new upper division students. The reception will take place on Saturday, February 5. Lunch and t-shirts will be provided to all attendees and a short program will take place. In an effort to increase attendance over last semester, two new strategies are being tried: the date of the event has been pushed back to the second Saturday of the semester (rather than the first) and faculty teaching core courses are being encouraged to mention the reception in their classes and to encourage first semester upper division students to attend.

III. Ethics
Krentler reported that there has been no progress that she is aware of in moving to a final agreement between CBA and CAL to offer a one unit (required) Business Ethics course to CBA students through the Philosophy Department. Krentler agreed to contact the Dean and Associate Dean to determine the status of the project and to determine whether an alternative needs to be considered.

IV. LDTP & IMPAC
Dintrone explained the current status of the Lower Division Transfer Pattern project and its relationship to on-going IMPAC efforts. She will attend a meeting in San Francisco on January 28 & 29. The meeting’s goal aims to finalize the 45 – 60 lower division units that will recognized as standard across all CSU campuses and to finalize the content of the courses included in these units.
V. **Assessment**
The Committee discussed the current status of assessment efforts for the year and what needs to be accomplished in the upcoming semester. Dintrone reported that the central administration was not very receptive of the College’s current status regarding the assessment of ethics – basically the College is working on curriculum development in the area rather than assessment. The use of the BAT test to assess learning outcomes across majors will move into its second semester in the spring. Krentler agreed to contact the MGT 405 instructors to discuss administering the exam in their classes. Easton will contract John Penrose, IDS chair regarding the assessment of written communication skills through IDS 290, 390W, and 396W. Dintrone will discuss the assessment of oral communication skills through capstone courses in each major with the faculty teaching those courses.

**Meeting adjourned, 11:40 a.m.**

**Next Meeting:** Monday, February 7, 10:00 a.m.; Dean’s Conference Room