Undergraduate Committee  
August 29, 2005  
Minutes  

Present: Chris Calvert, Pat Dintrone, Annette Easton, Gary Grudnitski, Kathy Krentler, Bruce Reinig, Bill Sterk

1. Welcome to New Members  
Bill Sterk (Finance) and Chris Calvert (ABSC president) were welcomed to the Undergraduate Committee for the 2005/2006 academic year.

2. Election of Chair  
Annette Easton nominated and Bruce Reinig seconded Gary Grudnitski to serve as chair of the Undergraduate Committee for the 2005/2006 academic year. Gary was unanimously elected.

3. 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. The four factors are:
   a. The University’s mission or objectives for baccalaureate programs  
   b. The College’s mission or objectives  
   c. The existing majors in the College  
   d. The characteristics of students and other constituents served by the B.S. in Business Administration degree.

It was agreed that there had been no changes to the first three factors. With regard to the fourth factor, it was agreed that there have been some changes to the distribution of majors across the College – notably, Management, Real Estate, and Financial Services have grown while Information Systems has declined. The Committee agreed that this changing pattern should continue to be watched but was not of sufficient magnitude currently to spark a review of objectives. Krentler agreed to check on how student demographics have changed in the past year and bring it to the Committee’s attention should any significant changes be noted.

4. Upper Division Welcome Reception  
Krentler announced that the Upper Division Welcome Reception/Lunch will be held this semester on Monday, September 12 at noon in Montezuma Hall. This represents a shift from previous lunch/receptions which have been held on Saturdays. It is hoped that the move to a weekday will increase attendance. Faculty teaching core courses have been invited to the lunch and have been asked to announce the event in their classes. E-mail invitations will be sent to all new upper division students on the first day of classes.
5. **Registration and Declaration Numbers**

As of Friday, August 26, 818 students have declared upper division business for the Fall semester. This is a record breaking statistic (778 students in Fall 2004 was the previous high). There are still three weeks remaining in the declaration period. One contributing factor to this increase is the change in declaration requirements that was instituted for the first time: students now are required to have a cumulative GPA of 2.9 (as opposed to both a 2.9 cumulative and a 2.9 SDSU GPA) to declare.

The Committee reviewed the number of available seats in the prep and core courses as of meeting time. Due to the extension of registration to 6:00 p.m. on August 29, these figures were not final. The only prep courses with any significant number of seats available are ACC 230 and FIN 240. The only core course with any significant number of seats available is IDS 302. It is anticipated that significant crashing will occur during the first weeks of the fall semester.

6. **Updates of Old Business**

   a. **Spring 2005 Assessment Results**

      Dintrone and Krentler reported that the Business Assessment Test (BAT) results from Spring 2005 are in. Dintrone continues to analyze the data. Further, four of the five Departments of the College have provided Dintrone data on oral communication collected in Spring 2005. Results indicate that the CBA students are proficient in the area of oral communication.

   b. **Ethics Course**

      Krentler reported that she met with Craig Dunn in early August to discuss the progress of a new course proposal for BA 300, a one-unit Ethics course that is proposed to be added as a requirement to all majors in the College. Departments were made aware of the proposed changed in Spring 2004. It is anticipated that a draft of the new course proposal will be distributed to Departments for consideration early in September. It is further anticipated that program changes for each major, in addition to the new course proposal, will move through the College expediently so that the package arrives at the University Undergraduate Committee prior to January 1, 2005.

7. **Assistant Dean**

   Copies of the job posting (currently on the SDSU web site) for an Assistant Dean in the College of Business (to replace Pat Dintrone) were distributed. It was reported that a search committee has been formed for the position. Three Undergraduate Committee members (Calvert, Dintrone, and Krentler) are serving on the search committee. Krentler inquired as to whether the Undergraduate Committee wishes to meet with job candidates during the interview process (anticipated to take place during Fall 2005). It was agreed that such meetings would be desirable.
Grudnitski informed the Committee that Jim Lackritz, Associate Dean, has requested that all standing committees in the College develop goals and plans for the upcoming academic year. The Committee agreed that its two major goals for the year were:

1. **Assessment**
   This is an on-going charge of the Undergraduate Committee. The Committee plans to assess written communication during the upcoming year. Specific tactics for accomplishing this assessment will be placed on the agenda for the next Undergraduate Committee meeting.

2. **Program Change**
   A major goal of the Committee for the Fall 2005 semester is moving the Ethics initiative to fruition.

**Meeting Adjourned:** 11:45 a.m.
**Next Meeting:** Monday, September 19, 2005, 10:00 a.m.; Dean’s Conference Room