Undergraduate Committee
September 19, 2005
Minutes

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

1. Declaration Numbers – FINAL
Dintrone reported that there were a total of 853 upper division declarants for Fall 2005. This is a record number with the next highest being 778 declarants for Fall 2004. Approximately 100 of the 853 students would not have been eligible to declare upper division under the old rules (which required both a 2.9 cumulative and a 2.9 SDSU GPA).

2. Assistant Dean Search
Krentler reported that the Assistant Dean Search Committee has begun reviewing applications. A total of 14 applications have been received for review to date. The Search Committee hopes to identify candidates to invite to campus within the next couple weeks.

3. Upper Division Welcome Reception
Krentler reported that the Upper Division Welcome Reception, held Monday, September 12, was attended by 131 students. This represents an increase over previous receptions due largely to an improved show rate among students who had RSVP’d and an increase in the number of walk-ups who attended. There was also a 100% increase in the number of student organizations represented (6 versus 3 in Spring 2005).
Feedback is currently being collected from attendees. The date of Monday, January 30, 2006 has been secured for the Spring 2006 Reception. The Undergraduate Committee agreed to expand the invited list to include new upper division, IB and HTM students. By asking core class faculty to announce future receptions should assure these groups of students are welcome to attend.

4. Writing Assessment
Krentler presented information regarding the nature of writing assignments that occur in capstone courses across all majors in the College. It was noted that the courses lack consistency with respect to whether they each require individual writing by students. It was therefore agreed by the Committee that it will be difficult to identify sources from which to draw a comprehensive set of writing samples. Further exacerbating the problem of assessing our student’s writing is the issue of how the assessment would be completed. Identifying a standard rubric for assessment, identifying and training assessors, and compensating assessors are parts of this issue. It was agreed that:
- The Committee will further investigate all required courses for each major in the College to determine whether there are sources other than the
capstone courses, where relatively consistent examples of individual writing could be found.

- Dintrone, as Director of Assessment, will prepare a proposal to the Dean Naughton requesting resources to hire and train assessors.
- If resources are forthcoming, a pilot test of writing assessment could be carried out between semesters of the 2005-2006 academic year using available examples of individual student writing from the Fall 2005 semester.

5. **BA 300**
Krentler updated the Committee on the progress of a proposal to develop a required business ethics course for all CBA students. Craig Dunn, assisted by Lori Ryan, has developed a draft for the new course, tentatively numbered and titled, BA 300 – Ethical Decision Making in Business. The Committee reviewed the proposal and agreed that it represents the course needed to provide CBA students with the theoretical foundations of business ethics, and thereby meeting AACSB requirements and addressing the CBA undergraduate program goal of providing material on business ethics.

The Committee then discussed the best way to facilitate moving the proposal forward in a timely manner. Reviewing deadlines, it was agreed that program changes adding BA 300 as a requirement for all majors needs to be instituted by College Departments no later than October 14, 2005. This deadline allows time for the new course proposal and the program change proposals to move to the Steering Committee by October 28, and then to the University Undergraduate Curriculum Committee by December 1, 2005. Krentler agreed to provide each Department chair with detailed information regarding the proposed course’s content. Chairs will be asked to provide information, facilitate discussion, and initiate voting on the proposal amongst their faculty as they deem appropriate. Krentler will work with the Department chairs toward the goal of the program changes being signed off for the various majors by the deadline of October 14, 2005.

Meeting Adjourned 11:53 p.m.

**Next Meeting:** Monday, October 3, 2005, 10:00 a.m.; Dean’s Conference Room