Present: Michelle Dean, Annette Easton, Gary Grudnitski, Kathy Krentler, Josh Lyon (ABSC representative), Bill Sterk, Sandi Williams

1. Introductions
The Committee introduced itself to the newest member, ABSC representative Josh Lyon.

2. Election of a Chair
Easton nominated Gary Grudnitski as Committee chair for the upcoming academic year. Williams seconded the nomination. Grudnitski was unanimously elected chair.

3. Annual Program Change Check
At its first meeting of each academic year, the Committee is charged with considering four factors. 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 – most notably, Information Systems has continued to decline. The Committee agreed that this changing pattern should continue to be watched. Easton noted that the IDS department is actively discussing changes to the I.S. major.

4. Fall 2008 Numbers
There have been 846 upper-division declarants with three weeks remaining in the declaration period. Total declarants is expected to come close (if not exceed) the Fall 2006 number of 869, which to date is the highest ever. Discussion ensued about overcrowding in courses and what is perceived anecdotally by Committee members to be a larger number of international students attempting to crash courses.
5. **Fall 2008 Upper-Division Welcome**
   Krentler invited Committee members to attend the Upper-Division Welcome Lunch on Monday, September 15. To date 128 (15.7%) of new upper-division students have indicated they will attend. The event is well received by those who attend - however, after four years the percentage of new students attending each semester remains low.

6. **Study Abroad and the International Program**
   Krentler reported that the SDSU/Euro Med dual degree program proposal from Marketing is being refined. The Committee should expect to see the proposal this semester.

   Over the summer student learning outcomes for the Study Abroad program were developed. A voluntary Study Abroad certificate program is being developed, which may also come to the Committee this fall. Study Abroad numbers continue to grow with 196 students participating during the 2007-2008 academic year.

7. **Distance Learning Initiatives**
   BA 300 has moved to exclusively hybrid sections for Fall 2008. A fully online section of MKT 370 was offered over the summer developed and instructed by Lois Olson. This course was taught despite curriculum paperwork not having been approved based on the “one time exception” edict of Vice President, Ethan Singer. The Committee agreed to invite Lois Olson to a future meeting to discuss her experience with the course. If the fully online course is to be taught again, approval through the regular curriculum review process will be insisted upon.

8. **Pre-Majors**
   Williams and Krentler described a proposal to change from a single “Pre-Business” major for lower-division students to a series of “pre-majors” (e.g. Pre-Accounting, Pre-Finance, etc.). The University has proposed this change. CBA department chairs have discussed it and the majority prefers a system that allows students to choose either a discipline-based pre-major or a pre-business undeclared major. The feasibility of this "either/or" option is being determined by the University. If it is possible, CBA students will be queried on their opinions about such a change. A decision for next year must be made prior to October 1 when 2009-2010 University applications are available.

9. **Ranking**
   Kathy provided the Committee some data from the 2008 *U.S. & World Report* business school rankings. SDSU ranked 95th (tied for this position with nine other universities).
10. Computer Policy
The Committee discussed whether there should be a CBA policy regarding the use of PCs or Macs by students. It was agreed that no formal policy should be developed. Students should be advised at orientation that while either type of computer is acceptable for most classes, a few classes use specialized software that is not available for the Mac.

11. Curriculum Dates
The cut-off date for curriculum changes to be included in the 2009-2010 Catalog is October.

12. Assessment
Krentler described plans to assess the oral communication skills of CBA undergraduate students this year by sending raters into capstone courses to listen to presentations and evaluate them using the recently distributed Oral Communications Skills rubric. Committee members were encouraged to volunteer to assess presentations in courses this semester.

A complete cycle of assessment for the undergraduate common goals has been completed. Krentler has developed a short presentation highlighting the results of this effort and is presenting it at departmental meetings across the College with the intent of sparking discussions regarding how to use the results to improve student learning. She will make the presentation to the Committee at its next meeting.

Krentler presented the results of the 2008 administration of the Business Assessment Test (BAT). SDSU ranked second of nine CSU schools which gave the test. Average performance at SDSU was 50.80%, not significantly different from previous years. An experiment to test the impact of using a calculator in the test indicated no significant difference in performance. The Committee will continue its discussion of how the BAT results can be used to inform program change at the next meeting.

Meeting adjourned at 12:05 p.m.

Next Meeting: Wednesday, September 24, 2008, 10:00 a.m.; Dean’s Conference Room