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

Guest: Dean Popp

1. Intercultural Proficiency Certificate

The Committee discussed a revised proposal for a certificate program now entitled the Intercultural Proficiency Certificate (IPC). This was the continuation of a discussion begun at the Committee’s last meeting. Discussed were a variety of issues related to the proposed program including language requirements, the GPA requirement, and the meaning of co-curricular activities. After discussion the Committee voted unanimously to approve the program. Catalog copy for the IPC is attached as an Appendix to these Minutes.

2. Oral Communication Skills Assessment Training

Committee members participating in the assessment of student oral communication skills took part in an exercise to prepare themselves as evaluators. The group reviewed and discussed the CBA Oral Communication Skills rubric. Four student presentations were then viewed (via DVD). Committee members rated each presentation using the rubric and following each, the group discussed their ratings and thoughts in an effort to create a common norm for the evaluation process. Individual Committee members will be visiting classes during the week of December 1st to complete assessments.

Meeting adjourned at noon.

Next Meeting: Wednesday, November 26, 2008, 10:00 a.m.; Dean’s Conference Room
The College of Business Administration offers an Intercultural Proficiency Certificate (IPC) for Upper Division business majors. The Intercultural Proficiency Certificate (IPC) provides an opportunity for students planning to study abroad to enhance their international learning by participating in an assortment of related activities that will produce a stronger and more comprehensive learning experience. The Intercultural Proficiency Certificate program is designed to offer students an opportunity to combine international experience, academic study, service learning, internships, and personal reflection toward the following outcomes:

- Achieve competency in the language appropriate to the international experience.
- Explain the difference between a domestic and international view of discipline and career of choice.
- Identify international entry-level and career opportunities.
- Model increased independence and self-awareness.
- Portray state-of-the-planet awareness.
- Gather knowledge about culture in general in addition to specific knowledge of host culture(s).

The IPC program will be coordinated by IPC Advisors in the Business Advising Center. The IPC Advisor will work with the student to develop a learning plan and to review progress toward completion of certificate requirements. An IPC and faculty Advisor will review each learning plan to approve admission to the program and to review the portfolio required for completion.

Requirements for IPC Application:

1. Upper Division Business Major
2. Submission of an application to the Business Advising Center, IPC Advisor: EBA-448
3. Minimum 2.0 SDSU and Overall GPA

Requirements to attain an Intercultural Proficiency Certificate:

1. Approval of an individualized Learning Plan:
   Before admission to the Intercultural Proficiency Certificate each student must attend an IPC Learning Plan Workshop and submit a learning plan to the IPC Advisor and faculty advisor for approval. Students will be admitted to the IPC based on satisfactory review of the Learning Plan.

2. IPC Workshops:
   Attendance at a series of workshops is required throughout the IPC program. These workshops are intended to promote critical thinking and integrate a student’s international experiences. These workshops are designed to provide guidance and reflection during all IPC activities. These workshops will include the following topics:

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1 The “learning plan” is an individualized plan describing how each student will specifically meet the learning goals and satisfy the objectives/criteria set by an IPC Advisor and a sponsoring faculty in the department of the student’s major. It serves as a ‘contract’ of sorts between the student and the committee. Each plan will be developed utilizing the student’s current strengths, and learning needs and the specific expectations of the IPC advisor and major faculty with respect to expected student learning outcomes in the Intercultural Proficiency Certificate.
3. **International Experience Outside of USA**
Completion of one or more of the following: study, internship, or service learning in another country for a minimum of 3 months after approval of the Learning Plan.

- **Study abroad** at one of the recommended or approved programs by CBA
- Complete an **internship abroad** (student may choose a program)
- Participate in a **service learning program abroad** (student may choose a program)

4. **Academic Requirement - 24 units** (language courses may be taken at an approved transfer institution; upper division Humanities, Social Science or Business may be taken abroad or at SDSU; some courses may be part of student’s General Education requirement)
Completion of language, humanities, social sciences, and business course components.

- **Language**: two courses in a language other than English. Courses must be related to student’s international experience(s) (i.e., study or service learning abroad) and pre-approved by an IPC Advisor.
- **Humanities**: two upper division (300 level and above) multicultural, or international courses with a cultural diversity theme chosen from an approved list.
- **Social Science**: two upper division courses (300 level and above) multicultural or international courses with a cultural diversity theme chosen from an approved list.
- **Business Courses**: two upper division business courses (300 level and above), chosen in consultation with an IPC and a faculty Advisor. Students may use these courses to satisfy a major requirement in business, if they are from the list of approved courses.

5. **Activities and Service**:
Completion of a total of 150 hours of co-curricular activities. Student must complete a minimum of 150 hours of activities and service with a strong multicultural, diversity, or international theme. At least one must be an Intercultural Co-Curricular Activity and one must be an Intercultural Service Learning Activity. All activities must be pre-approved by an IPC Advisor.

   a. **Intercultural Co-Curricular Activity**: student must complete activities for a minimum of 25 hours.
   b. **Intercultural Service Learning Activity**: Student must complete activities for a minimum of 100 hours. This component will involve participation in community service activities that are directly relevant to the goals of the IPC.

6. **Portfolio**:
This requirement includes the completion of a portfolio which will encompass evidence of all of the students’ experiences in the IPC program plus assigned reflections addressing the program’s student learning outcomes and the student’s mastery of them. The student’s IPC and faculty advisors will review and approve the portfolio that must be successfully completed for the program.

7. **Minimum 2.0 SDSU and overall GPA**

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1 Development of individualized learning plans
2 To satisfy the 150 hour requirement students may attend pre-approved intercultural events and lectures for a maximum of up to 25 hours.
The IPC Certificate will be awarded upon successful completion of all the requirements.