Undergraduate Committee
January 28, 2009
Minutes

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

1. Semester Start
The Committee discussed the decrease in upper-division declarants for the current
semester compared to Spring 2008 (442 to date vs. 571 last year). A decrease was
anticipated as a result of no transfer students being admitted mid-year this semester. A
limited number of seats in most core courses remained available when classes began.
This has allowed American Language Institute students to successfully crash.

The Upper-Division Welcome Lunch, which has been held at the beginning of each
semester for the past several years has been changed to an annual event. As a result, no
lunch will be held for Spring 2009 declarants. These students will be invited to a lunch in
Fall 2009 which will welcome all students new to upper-division in calendar year 2009.

2. Catalog Edit
The Committee considered an editorial change to the CBA Retention Policy. The current
policy is:

The College of Business Administration expects that upper division students will make
reasonable academic progress towards the degree. Students earning less than a 2.0
average in their classes for two or more semesters may be removed from the upper
division major and required to declare a non-business major.

The proposed revised statement reads:

The College of Business Administration expects that upper division students will make
reasonable academic progress towards the degree. Students earning less than a 2.0
average in their Major GPA for two consecutive semesters will be removed from the
Business Major and placed in Undeclared.

Williams explained that the change makes the policy clearer than it has previously been.
The Committee voted unanimously to approve the change.

3. International Program Update
Krentler updated the Committee on the status of the IPC Certificate Program proposal
which was approved during Fall 2008. The Steering Committee considered the proposal
on 12-15-08 with Krentler present to respond to questions. The Steering Committee
decided to table the proposal due to the faculty resource implications it contains in light of the uncertain budget environment the College expects in the coming year.

4. **Assessment**
   **Oral Communication Skills**
   The Committee continued discussion begun at its last meeting regarding our students’ oral communication skills. At the December meeting the Committee agreed to investigate where in the curriculum students are taught oral communication skills. Krentler informed the Committee that all students take COMM 103 (Oral Communication) or its equivalent as part of their General Education requirements. Additionally, all Pre-Business students with the exception of those planning to major in Accounting take IDS 290 (Business Communication). Accounting majors take IDS 390W (Reporting Techniques for Accountants) and Information Systems majors take 396W (Reporting Techniques for Business Professionals). Course descriptions for IDS 290, 390W, and 396W indicate that all of these courses contain an oral skills component. The Committee agreed that these requirements may provide insufficient learning opportunities for students to master the expectations the CBA has for its students’ oral communication skills as detailed on the CBA Oral Communication Skills rubric. Discussion ensued regarding options for increasing the learning opportunities for students in this area. The conversation will continue at subsequent meetings.

**Written Communication Skills**
Krentler reported on her investigations into the potential of using Writing Proficiency Assessment (WPA) scores to assess our students’ written communication skills. All SDSU students are required to take the WPA upon attaining 60 units. Krentler met with the Director of the University Test Office to discuss the issue. While WPA exams provide significant samples of individual writing, they are scored using a rubric that includes writing and critical thinking skills. It may be possible, however, to obtain the WPA tests of a sample of CBA students and assess them in our College using the CBA written communication skills rubric. The Committee discussed the pros and cons of this approach. The writing samples do not represent the efforts of students at the completion of their business program but there is some question regarding whether the upper-division business program delivers writing skills to our students. The discussion will also continue at subsequent meetings of the Committee.

5. **Group Mid-Term Policy**
The Committee discussed existing policy and practice within the CBA regarding the scheduling of group mid-terms. Senate policy allows group mid-terms (for multiple sections of a course) to be scheduled M-F after 4:00 p.m. When a group mid-term is scheduled it is noted as a footnote in the course schedule. Students registering for the
course are hence responsible for being available to take the mid-term as scheduled. By adhering to this responsibility the student is then disallowed from taking a course which conflicts with the administration of the group mid-term. This creates problems when seats are limited in classes – a student is required to eliminate a block of time available over a semester to take a course in order to accommodate a single date when a group mid-term in another course is scheduled.

Several Committee members felt that this was a personal responsibility issue on the part of the student (i.e., to adhere to footnotes and not to schedule conflicts). Other Committee members felt that it was unreasonable to expect that a student must eliminate a block of time when another course might be taken to be available for a group mid-term. It was generally agreed that a footnote alone was insufficient to alert students to this type of serious conflict. Committee suggestions for resolving the problem included:

- A pop-up notice mentioning the group mid-term when the student attempts to register for a conflicting course.
- An agreement between faculty members to make accommodations for students facing this type of conflict.
- A CBA policy that group mid-terms will only be scheduled on Fridays after 4:00 PM when students will not be faced with potential class conflicts.

Meeting adjourned at noon.

**Next Meeting**: February 11, 10:00 AM; Dean’s Conference Room