Undergraduate Committee  
September 24, 2009  
Minutes

Present: Annette Easton, Paul Graf, Kathy Krentler, Robert Plice, Sandi Williams  
Absent: Michelle Dean (Furlough)

1. **Honors Program**

   At the request of Carol Venable, the CBA Honors Program director, the committee discussed changing the current restriction on BA 400 (Honors Seminar) that allows students in the program to take the course a maximum of four times. This one unit C/NC course is intended for Honors students each semester they are enrolled in the program. A number of students begin the Honors program their first semester in upper division and take five (in some cases six) semesters, rather than four, to graduate. This is usually due to the fact that they entered SDSU with a significant amount of AP credit hence are able to declare upper division early. The committee weighed the needs of students in this situation against the desire to encourage students to graduate in a timely manner and the recognition that as the Honors Program nears capacity, students lingering in the program will take spaces from students wishing to enter the program. After discussion the committee agreed that students should be allowed to take BA 400 five times. Krentler will communicate this to Venable and ask her to prepare a curriculum form reflecting the change.

2. **Assessment Update**

   Krentler provided a status report on the assessment of the Undergraduate Program. During the 2009-2010 academic year Goal #2 (Critical Thinking), Goal #3 (Ethical Reasoning), and Goal #5 ( Essential Business Knowledge) will be assessed. Plans are in place to assess Goal #2 using final exams in Chamu Sundaramurthy’s Fall 2009 section of MGT 405. Goal #3 will be assessed in Spring 2010 using data collected in both BA 300 and MGT 405. Goal #5 will be once again be assessed through administration of the Business Assessment Test (BAT) in MGT 405. Several college initiatives for Closing the Loop on various goals and student learning outcomes are currently in place. These include an online review of Finance and Statistics material based on previous assessments of Essential Business Knowledge and an oral communications skills exercise which has been instituted in all sections of IDS 290 based on the Fall 2008 assessment of oral communication skills.

3. **Online Orientations**

   Sandi Williams updated the committee on the status of an initiative to develop short online orientation videos for each major. Students in the various organizations within the college will be developing plans and then producing these videos. The students will work with chairs and faculty from the CBA departments to ensure that the messages being communicated in the videos are supported by the departments. Sandi also informed the committee of a BAC initiative to survey transfer students regarding their transition to SDSU. Data was first collected in Fall
2008 and has been used to send a variety of targeted messages to students based on responses. The committee agreed that they would like to hear more about the survey and its findings at a future meeting.

4. Objectives
The committee reviewed the six objectives that were identified at its last meeting as candidates for the three objectives to be adopted for the next twelve months as requested by Associate Dean Jim Lackritz. Since last week committee members had individually ranked the six possibilities. At the meeting discussion of the rankings and the various objectives took place. Following the discussion the committee agreed that the three objectives that will serve as a focus of effort for the undergraduate program in the next twelve months will be in the following areas:

- Creation of an alumni database
- Identification of and acquisition planning for the information/metrics associated with quality undergraduate programs
- Study Abroad.

Easton and Krentler will work to develop a more specifically worded objective in each of these three areas. These objectives will be circulated amongst the committee and brought to the next meeting for final approval.

Meeting adjourned at 3:00 p.m.
Next Meeting: Thursday, October 15, 1:00 p.m.; Dean’s Conference Room