Undergraduate Committee
October 15, 2009
Minutes

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

1. **BA 400 Course Change**
The committee reviewed a proposal to change BA 400 so that it can be taken for a maximum of 5 units rather than the current 4 unit maximum. This issue had been discussed at a previous meeting. It was noted that the proposal lacked a Supplemental Criteria (Steering Committee) form. The committee voted unanimously to approve the change pending receipt of the necessary form.

2. **Undergraduate Program Objectives**
The committee reviewed three objectives proposed for the Undergraduate Program as requested by Associate Dean Lackritz. The objectives were drafted based on the three areas agreed upon at the last meeting of the committee. The objectives were unanimously approved for adoption. They are (with accompanying ties to the CBA Strategic Plan and with explanations):

   1. **Investigate the potential for creating an undergraduate program alumni database. If determined feasible, proceed with operationalization.**

      *This objective relates to Initiative II, Objective III: “Expand the CBA Alumni Network”, Actions #1 & #2:*
      
      Action 1: Utilize contacts with CBA alumni to create initial push for increase in internships, community in the classroom, and job bank. Foster alumni relationships to increase connection between CBA and the community.
      
      Action 2: Develop opportunities for alumni to connect via a virtual community on a variety of factors. These factors should include regional, specialty or special interest. Also offer inclusion on e-mail distribution lists based on interest factors.

      *Explanation:* Neither of these two actions can be accomplished without first developing an alumni database.

   2. **Identify the information/metrics required to participate in rankings of quality undergraduate programs. Determine the feasibility of collecting the information/metrics and if feasible, proceed to collect the data.**

      *This objective relates to Initiative III, Objective II: “Enhance the Reputation of the Undergraduate Program”, Actions #1 & #2:*

      Action 1: Have the Dean talk with other Deans about criteria used to evaluate undergraduate programs.
Action 2: Survey alumni on metrics associated with ranking criteria and quality programs. Use these data to improve program quality and to produce PR materials which feature areas of excellence from the surveys.

Explanation: The identified objective is really a unique action, in addition to the two identified actions that needs to be undertaken before final determination regarding participation in ranking efforts can be made.

3. Work to further develop and expand Study Abroad opportunities for undergraduate students.

This objective relates to Initiative III, Objective I: “Audit Curriculum”, Action #1:
Action 1: Assess the undergraduate curriculum in a mode of continuous improvement with emphasis on student learning, architecture and content.
AND broadly to:
Objective II: “Enhance the Reputation of the Undergraduate Program”.

Explanation: The identified objective relates to a recently added Undergraduate Program Goal (Demonstrate a global perspective and an understanding of the dynamics of the global economy in making decisions). Before assessing this goal (i.e. Action #1 above) it is necessary to ensure that the program delivers content related to it. Enhancing Study Abroad opportunities is one means of delivering such content. Further, an enhanced Study Abroad program will ultimately enhance the reputation of the Undergraduate Program.

The following actions were identified as means to begin implementation of the three objectives:

1. Invite Bruce Reinig, chair of the IDS Department, to a future Undergraduate Committee meeting to describe and discuss the process undertaken by the IDS Department in developing a departmental alumni database.

2. Krentler will develop a list of metrics requested by Business Week as part of the application for its Undergraduate Business Program ranking.

3. Forward movement will continue on a number of Study Abroad initiatives including:
   a. Pilot tests of short, faculty-led Study Abroad programs (two are planned for Summer 2010).
   b. Comparison of Study Abroad and non-Study Abroad students on a number of dimensions including time to graduation.

3. Committee Composition
The committee discussed CBA Policy File statements regarding the composition of the UG Committee. According to the Policy File, tenure-track faculty may be elected to the committee but may not be invited to join as additional full voting members. The committee agreed that this appears to be an unexplainable inconsistency. Easton will ask the Steering Committee to look into the issue.

The meeting adjourned at 1:45 p.m.

Next Meeting: Thursday, November 5, 2009, 1:00 p.m.; Dean’s Conference Room