Undergraduate Committee  
September 15, 2010  
Minutes

Present: Present: Michelle Dean, Annette Easton, Paul Graf, Kevin Hee, Kathy Krentler, Robert Plice, Sandi Williams
Guest: Gangaram Singh, CBA Associate Dean
Absent: Gabriela Marichi (ASBC representative)

1. Finance Curriculum
   a. FIN 438 – Prerequisite Change
   b. FIN 423 – Prerequisite Change
   c. FIN 585 – New Course Proposal
   d. FIN 445 – Course Deletion
   e. FIN 523 – Course Deletion
   f. FIN 589 – Description Change
   g. FIN 590 – Unit Value Change & Description Change
   h. BSBA Financial Services – Change in Program
   i. Personal Financial Planning Certificate Program – Change in Program

The committee reviewed and discussed the above curriculum proposals.

- FIN 585 – It was agreed that a small modification was necessary to ensure that upper-division undergraduate students taking the course would be required to complete some written work.
- FIN 590 – A need for a correction to a typographical error was noted.
- The committee discussed the potential to examine whether the changes being proposed to the BSBA Financial Services major might appropriately be supported by existing assessment results.

The committee voted unanimously to support the package of changes subject to the changes to FIN 585 and FIN 590 as noted above.

2. Fall 2010 Numbers & FTES
Krentler reported that as of noon, Sept. 15 (the last day to add classes) that the CBA undergraduate program was operating 13.2 FTES short of its target of 2,699. If the deficit was not made up in the afternoon it would result in a $7,524 reduction to permanent funds for the college.
3. **Upper-Division Welcome Summary**
   The Upper-Division Welcome was held on Wednesday, September 8. A total of 125 students attended. This represented 11.7% of all new CBA upper-division students invited to the event. While the response is somewhat disappointing the event was well received by those who attended. It was agreed that the event should continue in its annual format as long as funds exist to support it.

4. **Oral Communication Skills Planning**
   The committee reviewed the plan for assessing the oral communication skills of BSBA students during the current semester. A training and norming session will occur during a regular committee meeting on Wednesday, October 20. Each committee member (with the exception of our student representative) will visit two class periods of capstone courses throughout the college to observe oral presentations and rate them using the CBA Oral Communication Skills rubric.

5. **Global Perspective Results**
   Krentler presented to the committee the results of an assessment of BSBA students’ global perspective skills that was completed in Spring 2010. Students did not meet set benchmarks for the established global perspective student learning outcomes. The committee began a discussion of potential ways to address this issue. The discussion will continue at future meetings.

6. **GEP Certificate Program**
   Krentler updated the committee on the status of the Global Experience Program (GEP), an optional certificate program for students who study abroad. A proposal for the program was supported in Spring 2010 by the International Programs Committee and approved by the Undergraduate Program but was put on hold as the CBA Study Abroad office at the time did not have sufficient staff to support its implementation. The program is being re-examined in light of the Global Perspective results, an addition to the Study Abroad staff, and at the urging of the new associate dean. A revised version of the proposal may come back to the Undergraduate Committee this semester.

7. **UG Program Strategic Planning**
   Gangaram Singh, CBA Associate Dean, talked to the committee about his vision for ways in which the undergraduate program might move forward. The committee discussed this issue with the time it had remaining and agreed to continue discussions at future meetings.
Meeting adjourned at 3:00 p.m.

Next Meeting: Wednesday, October 6, 2011, 1:00 p.m.; Dean’s Conference Room