Undergraduate Committee  
October 6, 2010  
Minutes

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

1. Accountancy BMACC Change Update (email vote/discussion conducted 9/29 through 10/1.)  
Accountancy submitted a proposal related to changing their existing BS/MS 4+1 Degree Program (BMACC). They were informed that the current program is not in compliance with California Education Code related to the total number of units. To be in compliance they needed to increase the number of units from 141 to 150. Additionally, they clarified language related to when a student obtains graduate status. Based on a request from University/Enrollment Services to approve this change, Williams requested we conduct an email vote so the proposal could be presented to the Senate on October 5. Fast action would ensure that the program would be in compliance with EdCode. The committee agreed to conduct an email vote in advance of our regularly scheduled meeting.

Easton informed the committee that the committee voted unanimously to approve the BMACC program change.

2. FTES Update  
Krentler reported that census FTES for the undergraduate program was 2,688.28. That is 10.72 FTES short of the college’s target of 2,699. The shortfall represents a reduction of $6,110.40 to the permanent instructional budget of the CBA. Discussion included a request that faculty be kept apprised of current FTES on a regular basis (perhaps daily) throughout the Add/Drop period so as to allow for more informed decisions regarding crashing.

3. Assessment Results  
a. Business Assessment Test, Spring 2010  
b. Closing the Loop on Writing Skills, Spring & Summer 2010  
Krentler made presentations on the results of the Spring 2010 Business Assessment Test (BAT) and on a pilot test of the effectiveness of existing Closing the Loop activities related to written communication skills. These two presentations are both available on the CBA Assessment page under the Undergraduate Program tab.

4. Committee Issue Request from SC  
The committee spent most of the meeting discussing its role and responsibilities in response to a request from the CBA Steering Committee. The Steering Committee asked for a 1-page response, prior to 10/29, to the following questions:
   • What do you believe to be the current roles and responsibilities of your committee?
• What should the roles and responsibilities of your committee be?
• Does the current language in the College Policy file reflect how your committee functions? If not, what recommendations would you make to the Steering Committee with respect to changing the policy file language?
• How are members chosen to serve on your committee? Are they elected or appointed by their Department? In the future, how should members be chosen to serve on your committee?

The Undergraduate Committee will continue to discuss their response via email in order to provide a timely response to the Steering Committee.

The meeting adjourned at 3:00 p.m.
Next Meeting: Wednesday, October 20, 1:00 p.m.; Dean’s Conference Room