Undergraduate Committee
November 17, 2010
Minutes

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

Notices:
- The Undergraduate Committee met on October 20, 2011. The meeting was devoted to a training session for the assessment of oral communication skills.
- The Undergraduate Committee did not meet on November 1, 2011. In lieu of a regularly scheduled meeting, Undergraduate Committee members will be attending various capstone courses in the College of Business Administration to assess oral communication skills.

1. School of Accountancy Curriculum Proposals
The committee considered three curriculum proposals from the School of Accountancy:
   a. ACC 325 – Description Change
      The committee unanimously approved a change to the description of ACC 325 in order to better reflect the updated focus and scope of the course.
   b. ACC 409 – Mode of Instruction Change
      The committee unanimously approved a mode of instruction change to ACC 409 which came at the request of the university to better align mode of instruction with how the course is taught.
   c. ACC 508 – Prerequisite and Description Changes
      The committee unanimously approved prerequisite and description changes to ACC 508 to better reflect the updated focus and scope of the course.

In the course of discussion of the above curriculum proposals, the committee began to discuss the current Supplemental Curriculum (SC) Information Form which is required by the Steering Committee to accompany all curriculum proposals. It was suggested that the SC form be updated to include a section requesting description of how, if appropriate, a proposed curriculum change is driven by or ties to assessment results. The committee felt this was an excellent suggestion that would further enhance the college’s assurance of learning efforts, particularly closing the loop activities. Krentler commented that such a change in the SC form in and of itself suggests serious commitment to loop closing. Plice, a member of the CBA Steering Committee, agreed to take the idea to the next Steering Committee meeting. Krentler offered to attend a future Steering Committee meeting to discuss the suggestion if appropriate.

2. Global Experience Program (GEP) Certificate Program
The committee discussed the latest GEP program proposal. The proposal has been reviewed by the International Programs Committee which has advised the Undergraduate Committee of its [IPC] endorsement. The Undergraduate Committee voted unanimously
to approve the proposal. The committee went on, however, to discuss the merits of the current proposal, which does not contain a faculty mentor component, versus the original version of the GEP program which did include a faculty mentor for each certificate student. In that version the faculty mentor was called to approve the Individual Learning Plan prepared by the student in conjunction with a Study Abroad adviser and to review a portfolio produced by the student at the end of the program. The Undergraduate Committee, while finding the current, “no faculty mentor” version of the proposal acceptable, agreed that the enhanced version which includes a faculty mentor was preferred. The committee therefore decided to hold the approved “no mentor” version of the proposal rather than sending it immediately to the CBA Steering Committee. The CBA Study Abroad office will be asked to submit the enhanced version of the proposal to the IPC for consideration. If endorsed by the IPC, the Undergraduate Committee will consider the enhanced version and may choose to forward that version to the Steering Committee. Williams agreed to discuss this with Teresa Donahue, CBA Study Abroad director.

3. Freshmen Living Communities
Sandi Williams told the committee about Residential Life’s willingness to expand Freshmen Living Communities. Currently, for example, an Entrepreneurial community has proven very popular. This community could be expanded. Further, additional interest based communities would be supported by Residential Life. It was agreed that CBA faculty are generally unaware of this opportunity and that information should be provided to the college.

4. Spring Semester Meeting Planning
The committee briefly reviewed schedules for Spring 2011 in order to determine an optimal meeting time. No final decision was made.

The meeting adjourned at 2:10 p.m.
Next Meeting: Wednesday, December 1, 2010, 1:00 p.m.; Dean’s Conference Room