Undergraduate Committee  
January 19, 2011  
AGENDA

Present:  Michelle Dean, Annette Easton, Paul Graf, Kevin Hee, Kathy Krentler, Paula Peter, Robert Plice, Sandi Williams,

1. New Member Welcome  
The committee welcomed Paula Peter (MKTG) to the committee. Paula will serve through the end of 2010-2011 academic year term with full voting rights at the invitation of the committee as per the CBA Policy File.

2. SC Form  
Robert Plice informed the committee that the Steering Committee, at a December meeting, agreed to a modification of the SC form to add a question regarding what, if any, assessment results had driven a curriculum proposal. Krentler will spearhead ensuring that this change occurs to the form once the minutes from the SC meeting have been approved.

3. BA 404 & CES Course Vetting  
At the request of the associate dean, the committee discussed the process by which College of Extended Studies (CES) course proposals involving business courses are approved. Historically course proposals for such courses went directly to the associate dean for signature. The associate dean recommends that these courses be vetted through the Undergraduate Committee in the future. The UG committee agreed to do so for such courses beginning Fall 2011. Specific discussion of a CES section of BA 404 to be offered during the current semester, Spring 2011 was undertaken at the request of the associate dean. The undergraduate committee recommended that the director of undergraduate programs work to ensure that the CBA and CES sections of BA 404 being offered this semester parallel each other in terms of student learning outcomes and adherence to prerequisites. Krentler agreed to speak to the instructor about these issues.

4. BSBA Assurance of Learning  
   a. Spring 2011 Plans  
      i. Essential Business Knowledge (EBK)  
      Krentler informed the committee that EBK will be assessed this spring, as in past years, via the administration of the CSU Business Assessment Test.
(BAT). Test administration is scheduled in most MGT 405 sections during the second week in April. It is anticipated that the revised version of the BAT that has been under development for the past year will be used.

ii. Critical Thinking or Global Competency?

The committee discussed whether final exams to be administered in one large section of MGT 405 this semester should be used to assess critical thinking or global competency. Data was collected to assess critical thinking in Fall 2010 so Spring 2011 data would increase the sample size for assessment of this goal. Data is not officially scheduled to be collected again to assess global competency until Spring 2012 however adding to the sample size of global competency data (previously assessed in Spring 2010) would be desirable. The recommendation of the committee was to use the data to assess both critical thinking and global competency by asking a global issues question that requires critical thinking. The exams could then be assessed for each of the two goals, using separate rubrics.

b. Closing the Loop

Krentler reviewed with the committee the status of various “Closing the Loop” initiatives underway based on past assessment results.

i. Finance Review

An online review of finance was developed during summer and fall 2010 in order to address deficiencies in financial analysis knowledge uncovered by previous administrations of the Business Assessment Test. The review will be piloted in a large section of MGT 405 this semester.

ii. Global Competency

The committee brainstormed a variety of Closing the Loop ideas aimed at improving our students’ global competency skills. Development of a required global course, the requirement for all students to choose an existing global course, and a variety of other ideas were discussed. Krentler, Williams, and Easton will be meeting with the associate dean next Monday (Jan 24) to discuss ideas and move forward an initiative to try one or more option.

iii. Critical Thinking

Krentler informed the committee that the CBA Assessment Committee has urged faculty to develop Grad Fee proposals aimed at initiatives designed to improve our students’ critical thinking skills.

c. Student Awareness
The committee considered the challenge of increasing student awareness of the assurance of learning efforts within the college. Krentler shared with the committee a variety of ideas that were discussed at the most recent CBA Assessment Committee meeting. The UG Committee supported most of the ideas and urged Krentler to move forward on the initiative to plan a student awareness campaign.

The meeting adjourned at 11:30 a.m.

**Next Meeting:** Wednesday, February 2, 2011, 9:30 a.m.; Dean’s Conference Room