Undergraduate Committee  
February 16, 2011  
Minutes

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

Absent: Robert Plice

1. Updates
   a. Impaction Criteria
      As recommended by the Undergraduate Committee, no move to officially change the CBA upper-division impaction criteria will be undertaken. Admission to upper-division in numbers aimed at meeting the college’s FTES targets will be managed through the waiting list.
   b. Freshman Learning Communities
      It has been agreed that the CBA will move forward in assuming responsibility for freshmen learning communities comprised of business students. Curriculum change forms to effect this change will be forthcoming at the next Undergraduate Committee meeting. The associate dean is working to recruit CBA faculty to lead/teach the sections for Fall 2011.
   c. Student Success Fee
      Efforts to promote passage of the student success fee are underway. The vote is March 9-10. The CSU chancellor has indicated uncertainty with regard to the implementation of the fee should it be approved.
   d. 405 Crashing & Pre-Requisite Checking
      The committee continued a discussion from its last meeting regarding the challenges associated with crashing and checking pre-requisites in MGT 405, the core capstone course in the college. It was agreed that crashing and pre-requisite checking are two separate issues although they are related. It was generally agreed that the issue of crashing would not be particularly challenging if it was uncoupled from pre-requisite checking and if the latter had an improved process. A wide variety of possible approaches for handling pre-requisite checking were discussed but no specific recommendation was determined. It was agreed that the conversation should continue with a meeting that included Chamu Sundaramurthy, MGT 405 course coordinator.

2. Student Awareness Campaign
   The committee reviewed a draft of a poster listing the five goals of the BSBA degree program. The poster will be used to increase student awareness of the college’s assurance of learning efforts. Recommendations were made that Krentler will carry back to Nancy Kavanaugh who is doing the design work. The Business Advising Center is producing a short video that emphasizes the five BSBA goals. It will be shown at orientations and other student events as well as being linked to the BAC and Assessment pages of the college website.
3. **Oral Communication**

Krentler presented the results of the Fall 2010 Oral Communication skills assessment to the committee. Results suggest a small improvement in our students’ skills since Fall 2008, the previous time at which oral communication skills were assessed. The only exception to this improvement was in the area of organization. Students are meeting set benchmarks for meeting expectations in oral communication however the percentage of students exceeding expectations falls short of the established benchmark. The committee agreed that the results were generally positive and did not call for significant closing the loop at this time. It was also agreed, however, that discussion would continue at the next Undergraduate Committee meeting regarding the potential need to revise some portions of the CBA Oral Communication Skills rubric and the need to reassess the established benchmark for exceeding expectations for this student learning outcome.

4. **Global Competency**

Discussion of this item was postponed until the committee’s next meeting.

**Meeting adjourned at 11:30 a.m.**

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