Undergraduate Committee  
December 2, 2011  
Minutes

Present: Michelle Dean, Annette Easton, Kevin Hee, Jaemin Kim, Sandi Williams, Brittany Yary (ABSC representative)  
Absent: Kathy Krentler, Paula Peter (on leave)

1. Curriculum Proposals  
   Action Item  
   a. MGT 352 – prerequisite change  
      MGT 352 currently has a prerequisite of MGT 350. The proposal would allow MGT 350 to be taken concurrently with MGT 352. Content in MGT 350 is not preparatory for MGT 352 and this change would allow students more time to take specialization classes. After discussion, the committee voted unanimously to approve the proposal.

   Information Items  
   b. IB 300 Update  
      Easton updated the committee that feedback has been provided to the IB program including a letter from Finance indicating that they have reviewed the overlap between the courses and support the proposal. We will take action when IB has made the necessary updates to the proposal and returns them to the CBA.

      Note: Subsequent to the committee meeting, Dr. Jim Gerber, Director of the IB Program, notified us that they are going to postpone the IB 300 proposal due to uncertainties with the budget.

   c. Minors in the CBA  
      Earlier this semester three departments in the CBA, Management, Management Information Systems, and Marketing, agreed to open their minors to students in HTM, IB and other CBA majors. Easton updated the committee that Accounting and Finance are revisiting this concept and that we may have proposals from those departments at a future meeting.

   d. Leadership Minor  
      In October the committee began review of a package of curriculum proposals related to a minor in Leadership. Easton updated the committee that the overall proposal is now on hold pending meetings between the CBA (Management Department), College of Education and Student Affairs.
2. **Online Courses – Update**
   Easton updated the committee on a meeting with Dean Cunningham, Associate Dean Singh, Krentler, Reinig and an ITS representative regarding online versions of MIS 301 and 302. Previously we had recommended approval of these courses contingent on ensuring that ITS was aware that we couldn’t guarantee that the courses will be taught in an online version for the three summers following development. This meeting allowed for discussion of any issues related to the potential revision of BSBA courses as they related to online offerings. Development of online versions of MIS 301 and MIS 302 are scheduled to proceed during Spring 2012.

3. **Student Awareness – Update**
   BSBA Goal bookmarks have been ordered. They will be distributed to all new declarants to upper-division in the foreseeable future.

4. **BSBA Review**
   As part of the comprehensive review of the BSBA program begun this semester, the committee discussed a report Associate Dean Singh had provided from the College’s consultant working with the Ranking Task Force. This report provided detailed information on 10 schools from the top 100 ranked undergraduate business programs (Bloomberg/Business Week 2011 rankings).

   At the November 18th meeting, committee members shared their preliminary results from a detailed analysis of the top 50 ranked schools looking at Program Goals & SLOs, Admission Criteria, Admission Process, Required Courses, and Course Delivery Approach. All of the information was not easily obtained during the first pass at data analysis.

   Easton and Krentler will provide direction to the committee members on what information may be most helpful and next steps in the collection and analysis of this data.

5. **Spring Meeting Schedule**
   The committee agreed to meet on the first and third Wednesdays from 9:30 – 11:00. The first meeting of the spring semester will be January 18th.

Meeting adjourned at 9:30 a.m.

The committee will continue with individual research assignments related to our comprehensive review of the BSBA program in lieu of previously scheduled December 16th meeting.

**Next Meeting:**  Wednesday, January 18th, 9:30 a.m.; Dean’s Conference Room