Undergraduate Committee
August 26, 2013
Minutes

Present: Michelle Dean, Kevin Hee, Jaemin Kim, Gary Grudnitski, Paula Peter,
Christine Probett, Karl Maes (ABSC representative)

Absent: Annette Easton

1. Welcome and Introductions
Gary Grudnitski was welcomed as the new Director of Undergraduate Programs. Karl
Maes was welcomed as the new ABSC representative.

2. Election of Chair
Annette Easton was elected to serve as chair of the Undergraduate Committee for the
2013-2014 academic year.

3. PAC Representative
Kevin Hee agreed to continue to serve as PAC representative for the 2013-2014
academic year.

4. Annual Program Check
At its first meeting of each academic year the committee is charged with considering
four factors. Changes in any of these factors would spark a review of the stated
objectives for the B.S. degree in Business Administration. The four factors are:
a. The University’s mission or objectives for baccalaureate programs,
b. The College’s mission or objectives,
c. The existing majors in the College,
d. The characteristics of students and other constituents served by the B.S. in Business
   Administration degree.

It was agreed that there were no changes to items a, b, and d.

With respect to item c, there is a proposal in process to make changes to the BSBA
degree including the proposed addition of another BSBA goal of leadership and
teamwork. The proposal will be discussed at an upcoming committee meeting.

5. Fall 2013 Numbers
Christine Probett shared the composition of the student body thus far for Fall 2013 and noted
that there are no appreciable differences from last year. The final numbers will be up over prior
term. Probett also updated the committee on the Undergraduate Orientation process
6. **2011 Upper-Division Welcome Lunch**
Probett informed the committee that the CBA Welcome Lunch is to be held Sept 23rd at noon at the Parma Payne Goodall Alumni Center. The luncheon is being held a little later this year (after add/drop) so students won’t be missed with outstanding RAARs, etc. Scheduled speakers include Dr. Gangaram Singh, Steve Cushman, and Jordan Harrison (student). Juniors and core instructors are sent invitations to attend the event and core instructors are asked to announce the welcome luncheon in their classes. More information regarding the Welcome luncheon will be shared at the next committee meeting.

7. **Curriculum Matters**
   a) **EMC proposal**
   The committee discussed a proposal to create a two year Lavin Entrepreneur program. The committee agreed to provide the following feedback to Alex DeNoble to consider in modifying the proposal:
   - Develop a table laying out activities across all 4 semesters of the program to provide a big picture view of the overall proposal.
   - Class meeting times on the syllabi are confusing (Friday 12 – 12:50 p.m. and 1 – 1:50 p.m. for each class?)
   - A table of contents for the entire package would be helpful as this moves along the approval process.
   - Lay out the selection process more prominently to include with the package rather than have it on one of the new course forms (item 21d).
   - Need to address how this program will be available to transfer students to apply? How will these students be made aware of this opportunity?
   - Grading policy on item 25 on the new course proposal forms should be included on syllabi.
   - On the Assessment Plan for the program – need to be more explicit in the assessment of SLOs in delineating in which course(s) each SLO will be assessed.

   Grudnitski will share the feedback with DeNoble.

   b) **Management 464**
   The committee considered a title change to MGT 464. This was tabled for a later meeting to get additional input from the instructor of the course.

   c) **BA 290**
   The committee approved a proposal to replace BA 290 in the preparation for the major with RWS 290 (pending a minor editorial change to include information from item 3 on the PAC form in item 6 on the Change in Program form).

   The change resulted from the decreasing number of BA Communication faculty and the Provost’s direction that faculty lines in Business Communication will not be provided. The Department of Rhetoric and Writing Studies has agreed to prepare and deliver the course under the guidance and direction of the CBA. The course-level student learning outcomes will not change. The course will remain a critical component of the BSBA program.

**Next Meeting:** September 9, 2013, 9:30 a.m.; Dean’s Conference Room