Undergraduate Committee  
October 21, 2013  
Minutes

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

Absent:  Paula Peter

Update on BA290 to RWS290 Proposal  
Probett and Grudnitski updated the committee on the status of the proposal to move BA290 to RWS290. At the University Undergraduate Curriculum meeting, the School of Communication objected to the use of the phrase “incorporates basic principles of speaking effectively” in the course description and as well as objecting to the title “Business Communication.” The chairs of the School of Communications and Rhetoric and Writing Studies (RWS) met, without involving the CBA, and proposed changing the title to “Business Writing” and removing the phrase referring to principles of speaking. That change was not agreeable to the developers of the proposal from the CBA.

The committee recommended that Probett, Grudnitski and John Penrose meet with the chair of RWS to discuss concerns with the proposed changes and to determine the appropriate course of action.

Update on other University Curriculum Committee (UCC) actions

- Probett reported that the MGT 464 description change and the Lavin packet were approved by the UCC and will move on to the Senate for final approval.
- The proposals from Accounting related to converting their six-unit courses into three-unit courses were returned to the School of Accountancy. Several editorial changes are required and the UCC raised issues regarding the similarity of the certificate program and a minor and the prerequisite requirement that previous Accounting courses must have been completed with a 2.0 or higher.

Discussion of Proposal for Revised BSBA program

The committee continued their discussion related to the revised BSBA proposal.

The committee approved the revised vision statement and program goals.

Passport program:

- The committee reviewed sample activities included in the passport program implemented at Northern Illinois University. The committee noted the need to create a variety of options for each of the stops. While some activities may be permanent options (e.g. study abroad), other activities will be recommended by faculty each semester.
- The committee agreed to rename the Essential Business Knowledge stop to Experiential Learning and renaming the Ethics stop to Ethics and Service Learning.
- There will need to be staffing in order to coordinate the development and ongoing operation of the Passport Program.
• A mechanism will need to be developed to keep students informed about their progress in the program (periodic emails, system that students can login to check on progress, etc.)

• The portfolio aspect of the passport program was discussed. Grudnitski shared information related to possible electronic systems that might be used to house and keep track of students’ progress in meeting portfolio requirements.

The committee reviewed the structure and content of the proposed BA 310 course. The course is envisioned as a 15 week, 50 minutes per week class. BA 310 would be a required class in a student’s first semester of Upper Division and would be enforced by making the course a pre- or co-requisite for all BA core courses.

Probett informed the committee of the need to consider the impact of SB 1440 on setting up pre-requisites for the revised program. Under SB 1440, it would be possible for a student to be admitted into Upper Division without having all prep courses satisfied. The committee will give this issue further consideration at a future meeting.

The committee will continue work to finalize the BSBA proposal at the next meeting with a focus on looking at content for the BA 310 course and wrapping up any other outstanding details.

**Next Meeting:** November 4, 2013, 9:00 a.m.; Dean’s Conference Room