Present: Michelle Dean, Annette Easton, Gary Grudnitski, Jaemin Kim, Christine Probett
Absent: David DeBoskey, Paula Peter, Karl Maes
Guests: David Ely, Bryan Lubic, Daniel Merrick

Approval of Minutes from 3/11/14
The committee reviewed and approved the minutes from the 3/11/14 Undergraduate Committee meeting.

Student Success Strategic Planning Feedback
On behalf of the Student Success Strategic Planning Group (one of six task forces created by the Steering Committee), David Ely asked the Undergraduate Committee for input into a preliminary document created by the planning group. In particular, his group was interested in hearing about action items (1) that should be added, (2) that are unnecessary or of low priority, and (3) that need to be restated/refined. David Ely, Bryan Lubic and Daniel Merrick attended the Undergraduate Committee meeting representing the Student Success Strategic Planning Group. Ely explained the charge of this group to the committee.

The committee discussed the items on the preliminary document and made suggestions as to which items might be removed due to overlap with University-wide task forces. Additionally, the committee suggested revisions to several items and discussed the feasibility of several items. For example, one of the items referenced increasing the number of students participating in Toastmasters. The committee questioned whether this was realistic due to a lack of resources, including staff, to support a larger program. This resulted in a discussion about the range of programs/efforts that are championed by one or two individuals. The committee recommended adding a goal to “Inventory and assess current college efforts and determine which ones need to be institutionalized” and another goal to “Formalize the Passport Program, including creating a sustainable infrastructure for this program.”

BSBA Revision Update
Grudnitski updated the committee on the status of the BSBA revision. The college proposal had modified BA 405 to include the new BA 310 course as a prerequisite. However, the International Business (IB) program has not added the BA 310 course into their program requirements due to a lack of available units. Yet, those students must take BA 405. As a result, the UG committee had approved, via an email vote at the end of March, to remove the BA 310 course as a prerequisite for BA 405. This revision should ensure that the entire package will be successful as it moves through the University Undergraduate Council and the Senate.

Grudnitski informed the committee that the consolidated BSBA proposals have been completed. This consolidated document included changes to courses and programs originating from MIS and MKTG, along with all of the changes resulting from the BSBA revision. The committee thanked Kelly Bowen for her work in helping to consolidate the documents. The complete package has been sent to the University level committees for review and approval.
Minor Requirements
The committee continued a discussion from the previous meeting regarding the requirements to declare minors within the College of Business. Committee members will talk with their department chairs to determine if there are concerns related to the current wording in the catalog and whether the declaration process should be more explicit in the catalog.

The committee suggests that departments include more specifics in the catalog in terms of 1) units required to declare a minor, 2) prep classes for the minor that must be completed prior to declaring, and 3) the GPA requirement at time of declaration. The committee will continue to discuss this issue at the next meeting.

Management 598 Special Topics Course Proposal
The committee considered a proposal from the Management Department for a 500-level special topics course on Negotiation. The committee had a number of issues that needed clarification. Dean, the MGT Department representative, will provide this feedback to the MGT department. The committee will revisit this proposal upon receipt of the revised version.

Assessment Plan and Budget for 2014-2015
Grudnitski received a request from Kathy Krentler for an assessment budget for 2014-2015. The BSBA goals that will be assessed in 2014-2015 include 1) written communication (using the WPA), ethical reasoning, critical thinking, and essential business knowledge. Grudnitski needs to determine a budget for assessing critical thinking on MGT 405 exam essay responses. With respect to essential business knowledge, we typically assess this using the BAT administered by CSU Long Beach. Previously free, in 2013-2014 they initiated a $5 per student charge. Grudnitski and Krentler will be attending a conference at CSU Long Beach on Saturday 4/12 to get more information on the BAT and will gauge participation among other CSUs this past year now that a fee is charged. Grudnitski will gather information to present to the committee so that we may determine if we should continue to use the BAT or create another mechanism to assess this BSBA goal.

Updates
Probett informed the committee that the process is underway to fill her position resulting from her retirement at the end of the semester.

Grudnitski reminded the committee that we need to continue the discussion of the Business Honors program. Previously, the committee had determined that the college should continue its own honors program to serve the unique needs of our students separate from the University Honors Program that will begin in Fall 2015. The committee also believe that the Business Honors Program is unique and has components that are distinct from the Passport Program that is a part of the revised BSBA. Probett recommended that we perform an exit survey among current honors students to get feedback on the most valuable parts of the program and recommendations they have to improve it.

Next Meeting: April 21, 2014, 9:00 a.m. in the Dean’s Conference Room