Undergraduate Committee  
April 21, 2014  
Minutes

Present: Michelle Dean, Annette Easton, Gary Grudnitski, Jaemin Kim, Karl Maes, Paula Peter,  
Christine Probett

Absent: David DeBoskey

Approval of Minutes from 4/7/14
The committee reviewed and approved the minutes from the 4/7/14 Undergraduate  
Committee meeting.

Management 598 Special Topics Course Proposal
The committee reviewed the revised proposal from the Management Department for a 500-
level special topics course on Negotiation. The committee approved the proposal pending a  
few editorial changes. The committee noted that if this course is eventually proposed as a  
permanent course there would be increased scrutiny as the appropriateness of lecturers  
initiating a permanent course, due to the staffing issues it creates.

WASC Reaccreditation reparation
The university will be going through WASC reaccreditation a year from now. In preparation  
for the reaccreditation, every program is evaluated with respect to its mission. Previously, the  
BSBA program did not have a separate mission statement. The committee considered the  
wording of a mission statement for the BSBA and proposed the following:

The mission of the BSBA program is to provide outstanding undergraduate business education  
designed to educate, inspire, and motivate students to become successful professionals in a  
global economy.

The UG committee suggests that departmental-level mission statements be more  
specific/focused and fit within the umbrella BSBA mission statement.

Admission Requirements for Minors
The committee continued a discussion from the previous meeting regarding the requirements  
to declare minors within the College of Business. The committee proposed making admission  
requirements and the declaration process more explicit in the General Catalog.

The following boilerplate language for admission to the minor requirements was suggested for  
departments to consider: “Admission to the minor in XXX requires completion of at least 60  
units with a minimum grade point average of 2.9 overall, and completion of XXX and XXX with  
grades of C or better.”

Probett noted that any change in the impaction criteria for the minor has to be approved by  
Sandra Cook and that this process takes place each year in February.
Grudnitski and Probett will develop Change in Program and PAC forms for each department representative to fill in with their desired admissions criteria. As these changes are simply to have the catalog reflect the current process, they are considered editorial in nature. UG representatives are asked to have these forms completed and signed prior to the next UG committee meeting.

**Student Representative on Undergraduate Committee for 2014-2015**

Probett informed the committee that our current student representative, Karl Maes, will continue to serve on the UG committee next academic year.

**BA 401**

BA 401, Business Internship, is a 1 unit course, offered to business students to get credit for an internship. Many of the students who take this course are foreign exchange students who can’t take a paid internship due to Visa restrictions. The course is currently taught by James Tarbox, the director or Career Services. Fall 2014 will be the last time he will be teaching the course for the college. Interim Dean Singh tasked the Undergraduate Committee to determine the need for the course.

Probett informed the committee that approximately 50 students per year take this 1 unit course. If BA 401 was not offered it could limit the ability of foreign students to undertake internships. The committee was informed that Linda Guzzo has handled the service learning agreements and has handled updating those forms on an annual basis with organizations. She also makes sure proper documents have been filed regarding insurance and acts as a check to make sure that students aren’t being used improperly in these unpaid internships.

During the discussion, it was brought to the committee’s attention that some departments are using 498 courses in which students earn credit for an unpaid internship. This is a concern as there are liability issues with respect to insurance and a lack of a proper service learning agreement being completed prior to the start of the internship. The committee will look into how often departments have used 498 for unpaid internships for credit. This is not an issue for Management as they have a dedicated MGT 401 internship class which handles the formalities of setting up internships for credit.

The committee recommends the continuation of BA 401 as a college-level mechanism in place to handle unpaid student internships for credit.

**Next Meeting:** The next and final meeting of the semester is May 5, 2014, 9:00 a.m. in the Dean’s Conference Room