Present: Michelle Dean, Annette Easton, Gary Grudnitski, Brett Kawada (for David DeBoskey), Jaemin Kim, Karl Maes, Paula Peter, Christine Probett

Approval of Minutes from 4/21/14
The committee reviewed and approved the minutes from the 4/21/14 Undergraduate Committee meeting minutes.

Minors Admission Requirements
Grudnitski updated the committee on the status of the change to the minors. Each department was previously asked to approve the Change in Program forms for minors which would formalize the admission criteria. Edits to the Change in Program template forms to be completed by each department were suggested.

The College will need to discuss with Sandra Cook whether having these formal admission requirements in the catalog represent an impaction criteria change. If so, the deadline is February to have the paperwork in to her office for approval.

The committee approved adopting the Change in Program forms from departments once they come back from each department.

Student Success Feedback
The committee discussed a draft document to provide the Undergraduate Committee’s input to the Student Success Strategic Planning Group. Grudnitski will make changes to the document as per the discussion and will give the feedback to the planning group.

BSBA Revision – Passport Requirement
The committee was informed about an implementation issue related to the passport program component of the revised BSBA. In order to mandate completion of the passport program as a graduation requirement, it must be tied to a specific class. Students would need to complete the passport prior to the end of the course or receive an F for the class.

The committee discussed attaching this requirement to the each of the potential capstone classes (BA 405, 404, or 458). The added work to faculty in the designated course would be minimal. Faculty would receive a report at the beginning, middle, and end of the semester identifying which students have not yet completed the passport requirement. Faculty would remind the students that they will not pass the class unless they have done so prior to the deadline. At the end of the semester, any students not completing the requirement would not pass the class. The committee will discuss this issue with the faculty in these courses to solicit feedback about how to implement this requirement.

The administration and implementation of the passport program will be an issue that this committee needs to resolve during the 14-15 academic year. The overall administration of the passport program would be handled by a yet-to-be identified staff member. The committee recommended that the position that Byran Lubic recently vacated be considered for handling the administrative side of the upcoming passport program.
Assistant Dean
The committee expressed its thanks to Christine Probett for her contributions to the college in her role as Assistant Dean. The Assistant Dean position will be open for applicants through May 7th and it was noted that several applications have already been received.

BAT Assessment
The BAT assessment is used to assess the BSBA goal related to essential business knowledge. The Undergraduate Committee will run the BAT assessment in Spring 2015. It will now cost $5 per students (it was administered previously at no cost). The Undergraduate Committee will use a sampling approach to have 300 students in MGT 405 take the assessment. The committee will work with the MGT 405 faculty to identify which 405 sections will participate in the assessment. The BAT has added new sections including global (4 multiple choice questions) and ethics (2 multiple choice questions). The test remains at 80 items, so the addition of the new sections has resulted in a reduction of questions in other areas.

The BAT can be administered as is or can now be tailored to a specific university’s needs. However, as individual universities tailor their respective BAT test, the ability to compare the results as a benchmark against other CSUs will be reduced. Because of the changes being made to the BAT, a number of CSUs have discontinued using the BAT and instead are using embedded test questions in courses. The Undergraduate Committee will continue to examine the viability of using the BAT going forward.

This was the last meeting of the Undergraduate Committee for the 2014-2015 academic year.