Undergraduate Committee  
September 16, 2014  
Minutes

Present: Xudong An, Tom Coleman (ABSC student representative), Michelle Dean, David DeBoskey, Annette Easton, Tita Gray, Gary Grudnitski  
Absent: Andy Baker

1. Welcome and introductions  
Tom Coleman was welcomed to the committee as the new ABSC representative. Xudong An will serve as the Finance representative and Andy Baker will serve as the Marketing representative during the Fall 2014 semester while Jaemin Kim and Paula Peter are on leave.

2. Election of Chair  
Michelle Dean was unanimously elected to serve as chair of the Undergraduate Committee for the Fall 2014 semester. The committee thanks Annette Easton for her outstanding service in her role as chair the past year.

3. Fall 2014 Numbers  
Tita Gray reported that the Business Advising Center offered 10 freshman and 5 transfer orientation sessions, attended by 859 and 595 students, respectively. She also provided an update on the Fall 2014 enrollment numbers. The Fall 2014 class consists of 1,640 new enrollees and 3,317 continuing students. To meet demand, 17 new sections were added and 605 seats added to existing sections. This resulted in more than 1,600 seats being added and an increase of approximately 100 FTEs over target.

Grudnitski shared his thoughts on what he believed were some of the reasons for this increase in enrollments. These included: 1) clearing more transfer students at orientation because of the help of chairs and faculty delegates at orientation; 2) increased student readiness for upper division courses as community colleges have been doing a better job of standardizing and aligning their courses to our curriculum; 3) increase in IB majors (enrollment up by 100); increases in the number of minors and secondary majors in the College; and 4) more qualified FTF (first time freshmen) arriving on campus, who because of AP credits are able to declare upper division earlier than 4 semesters.

The committee requested from Gray that the committee, Chairs, Directors, and Kelly Bowen would benefit from seeing a weekly report on new admits by majors as has been the case in the past. The committee noted the benefit of seeing historical data (going back three years) would also be helpful in determining trends in the majors. Gray will put a document together to distribute this information.

Gray closed her report by mentioning that BAC mentoring numbers are burgeoning compared to overall mentoring across colleges.

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,
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 c. The committee noted that the item d would need to be monitored given the increase in International Business student enrollment. The committee will also monitor the characteristics of the students as they continue to become eligible to declare upper division earlier in their academic career.

5. **2014 Welcome to Upper-Division Luncheon**

Grudnitski updated that the Welcome lunch/reception will be held on Monday, Sept, 22 at Noon in Montezuma Hall of the Conrad Prebys Aztec Student Union. Scheduled speakers include Dean Dennis Cradit, Stephen Cushman (CBA Board Chair), and Roberto Rosas (student). Students admitted in 2014 to upper division in the college were sent invitations to attend the event, and instructors in upper division core classes were asked to make an announcement about the event in their classes during the week of Sept. 17.

6. **Curriculum Matters**

   a) **Approval of Minor Admissions Requirements**

   In Spring 2014, each department was asked to make explicit the admission requirements for their respective minors for inclusion in the General Catalog. The committee recommended that departments have the same major admission requirements for minors (60 units completed, a C or better in lower division prerequisites for the minor, and a GPA of at least 2.90).

   The committee approved the admission requirements for all minors in the College (Accounting, General Business, Finance, Real Estate, Management, Entrepreneurship, Marketing, and Information Systems). The committee also suggested having advising sheets for minors similar to advising sheets for majors.

   b) **Special Topics Course Deadline**

   The deadline for review of Spring 2015 special topics course curriculum proposals (those ending in 96) are due for review by the committee on October 7, 2014. Committee members were instructed to let their departments know of this deadline.

   c) **CurriUNET**

   Grudnitski informed the UG Committee of the impending new curriculum proposal approval system (CurricUNET) that is scheduled for implementation for January 2015. All new course proposals starting in the Fall 2014 should be prepared, reviewed and approved utilizing the new forms (in the traditional paper-based manner for now) until the system goes live in early 2015.

   On January 20th and 23rd, the CurricUNET vendor will provide onsite training workshops open to the entire campus community. On January 21st and 22nd, additional specialized workshops will be available for those individuals that review and approve curricular proposals (e.g. department chairs, school directors, college curriculum committee chairs and members, deans, associate deans, and university-level curriculum committee chairs and members); for these individuals, we encourage attending a January 20th overview session prior to a January 21st or 22nd specialized session. Specific times for these workshops will be forthcoming.
d) Dropping of MIS 180 as a prerequisite to core classes

MIS 180 was added as a prerequisite to all core classes to ensure that Transfer Model Curriculum (TMC) students, who are admitted to upper division by the University, were prevented from enrolling in upper division core courses without having completed the prerequisites. The University admitted 58 TMC students for Fall 2014, all of whom had taken the MIS 180 equivalent at their respective community colleges. Grudnitski raised the concern that instructors with large class enrollments had to deal with an unusually high number of flagged prerequisite failures (most of whom were false positives, e.g., minors or exchange students who would have had the MIS 180 prerequisite waived). The committee felt that more data was needed before a final decision is made to remove the MIS 180 prerequisite. The problem seems to be potentially technological and Gray will follow-up with Kelly Bowen to determine if there’s a way to fix the mechanism causing the high number of false positives which would lessen the burden of core faculty from having to manually check the MIS 180 prerequisite.

The meeting adjourned at 11:59 p.m. The next committee meeting will be held on Tuesday, October 7th at 10 a.m. in the Dean’s Conference Room.