College of Business, Graduate Committee Meeting Minutes

February 1, 2012

Present: Ken Martin, Dean Kathy Brook (ex-officio), Carlo Mora, Tom McGuckin, & John Shonk (ex-officio)

Members Absent: Sam Gray, Robin Peterson

I. Call to order

The meeting was called to order at 11:05 a.m. on Wednesday, February 1, 2012 in room 246 of the Business Complex.

II. Discussion

- Workshop with Tara Gray, entitled “Our Student Can Too Write and We Can Show Them How To!”, is scheduled Monday February 6th from 11:30 – 1:00 p.m. in BC 204. This is a writing workshop for MBA faculty who will include writing assignments in their course curriculum in accordance with the MBA learning goals. The GC will follow up to ensure that the writing assignment has been included within the designated MBA courses. Ken Martin will send a memo out to the faculty on the date and time of the workshop.
- CAF in Finance 536 (see attached) – it was voted upon and passed unanimously that the wording in the course description for catalog be changed to “Pre/Co-requisite(s): FIN 435 or FIN 535” this is a change from the previous wording which stipulated a prerequisite only.
- The AACSB report on Assurance of Learning Standards (AOL) with corrections has been out for one week. Tom McGuckin will report back to the GC on the four goals (revised from five goals found on p. 6) and how they will be instated in the Fall 2012 semester. Reference was made to p. 7 of the report which consists of a new table which contains a current representation of what is done currently and what will be done. This report will be revisited at the end of the spring semester to ensure we have made changes which agree with it.
- Dean Kathy Brook has expressed her wish that the GC should provide feedback on students who have performed poorly in the MBA program. Faculty should evaluate MBA students who are performing poorly in their courses and counsel them. Recently two MBA students have requested that their suspension be lifted and their cases were referred by Kathy Brook to the Graduate School. Both students were denied a lifting of their suspension and must apply for re-admission after sitting out for one semester. In view of this one question was asked to be considered “What do faculty think about this?”
- Another concern was expressed in regard to low GPAs in the MBA program especially if the new grade point system proposed through the Faculty Senate is implemented. Students who receive a B- would fall below the 3.0 that is required by the MBA program and by the Graduate School.
- It was agreed that it is the function of the GC to handle these probationary/suspended students and should not be the responsibility of department heads. If MBA students receive two or more C grades in their first year they should be referred to the GC. These two issues – provisional/suspended students and low grades - will be discussed at a subsequent meeting by the GC to provide guidance and recommendations to both Dean Kathy Brook and John...
Shonk, currently MBA advisor, on what should be done with students who are in this situation. Kathy Brook will draft a proposal for the GC to consider.

- Situations may occur where students want to request a substitution for a core MBA course as they have either taken a similar undergraduate course or have covered the material in another course. The GC stated that it is not the professor of the course who should be addressing this issue as there should be a procedure in place on how to handle this. It was suggested that this be handled through John Shonk in a petition from the student who would explain their case for a substitution. This would be forwarded to the GC for their consideration. Dean Kathy Brook will draft a proposal on the substitution issue for the GC to consider.

- It was established that the GC will hereafter change the meeting time to 10:45 a.m.

III  Adjournment

The meeting adjourned at 12:05 p.m. The next meeting will be held Wednesday February 22\textsuperscript{nd}, 2012 at 10:45 a.m. in room 246 of the Business Complex.

Minutes submitted by John Shonk, Secretary