**Undergraduate Committee Minutes**  
**Date/Time:** Thursday, Sept 25, 2014 at 8:30 am  
**Location:** BC 246

**Members:** Mary Jo Billiot, Charlotte Gard, Matt Holt, Jeff Teich, Mihai Niculescu (Kathy Brook, Justine Adkisson, student member, ex officio)  
**Absent:** Mihai Niculescu  
**Guest:** Jim Hoffman

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<th>Chair: Mary Jo Billiot</th>
<th>Note taker:</th>
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<th><strong>TOPICS</strong></th>
<th><strong>OUTCOME</strong></th>
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1. **Election of chair for 2014-2015**  
Mary Jo Billiot was re-elected as chair of the committee

2. **Update on the work of the Committee**  
Mary Jo Billiot provided an update on the committee’s work on curriculum and curriculum management.  
The committee has been developing a curriculum map for the BBA degree program working from the AACSB standard which sets out minimum criteria for the curriculum. Based on this process the committee concluded that we are covered in terms of the minimum criteria with a few areas to be addressed:  
- The committee is looking at common competencies across the three courses from which students select: BCIS 485, MGT 470, and MGT 344; no follow up has been done with department heads  
- The committee has asked all departments to discuss common competencies for the upper division ECON course.  
- The value and desirability of having an open upper division elective.  
**Assessment: four goals**  
The writing assessment was moved from ECON 304 (which was not required of all students) to MGT 449 about the time of the last AACSB visit. For fall 2012 there were some errors in data. After receiving data, the committee wanted a more formal connection between critical thinking and writing, the writing goal was retired and writing was incorporated into the critical thinking goal. However, not everyone understands the retirement of the writing goal. **Jim Hoffman wants to take the issue of the writing goal to the general faculty for a vote.**  
Further discussion indicated a problem with the MGT 449 assignment not matching the learning objectives and a change in learning objectives to match the assignment. **The AoL committee needs to be asked to continue the writing assessment.**  
The committee has been discussing a critical thinking model to be used throughout the curriculum. The intent is to propose to the faculty that a particular model be used in BUSA 111 and beyond. This proposal needs to be developed for presentation to the faculty.  
Jim Hoffman noted that he has set up meetings of faculty teaching the core courses to promote better communication about what is being covered in the core courses.

3. **Next Steps for the Committee**  
Formulate proposals on writing and critical thinking goal or goals and the embedding of the critical thinking model in specific courses. Take these proposals to the faculty this semester for a vote.  
**Review the assessment data from fall 2013 on ethics and diversity.**  
Find an undergraduate student to serve on the committee. Kathy Brook will work on this.

4. **Other Business:**  
**Report on the Student Town Hall Meeting**  
Jim Hoffman reported that he and members of the advisory council met with students in a town hall meeting. Students reported being happy with lower division advising but found upper division advising to be “hit or miss.” This may be a topic for future discussion.

5. **Next Meeting Scheduled**  
TBA

6. **Adjournment**  
Meeting adjourned at 10:00 a.m.