**Undergrad Committee Meeting Minutes**  
**Date/Time:** Monday, Dec. 2, 2013 at 1 pm  
**Location:** BC faculty lounge

| Chair: Mary Jo Billiot  
Note taker: Yvonne Mendoza | Please read:  
Please bring: | TOPICS | OUTCOME |
|---|---|---|---|
| 1. Approval of Minutes of November 18, 2013. | Motion to approve the November 18, 2013 minutes as presented.  
Approved |
| 2. Closing the Loop – THINK:  
3. Undergrad Committee collecting documents related to critical thinking  
i. Ellis – provide copy of current critical thinking assessment assignment and rubric  
ii. Sautter – if available—locate material from AACSB—memo format  
iii. Blank - memo examples used in lower-division Economics courses  
4. Ellis - feedback on funding for AACSB conference attendance and promotion to faculty | Fall 2012 BBA Critical Thinking Assignments book could be outdated. At a later date, Committee will determine extent of current application of assignments referenced in the 2012 book and other assignments being used.  
Ellis was not able to locate the most recent example of assignment through our AACSB/AOL website. Dr. Adler uses the assessment assignment for goal – THINK in MGT 449; Committee suggested we touch base with Dr. Adler.  
Sautter locating materials from AACSB—will provide link to Committee.  
Blank provided the Writing & Critical Thinking Assignment used in some sections of ECON 252. The assignment contains five parts with progressive higher order critical thinking skills used to answer each part.  
AACSB Conference: Dean Brook will provide funding for two faculty members who are interested in attending conference and willing to share/implement the ideas with COB faculty. Conference to be held in Tampa, FL in February. |
| 5. Continue work on BBA Mapping Project and homework assignments | Discussion regarding the updated BBA Mapping Project spreadsheet; working to complete information. Billiot will review update and assign areas that need attention. Syllabi may be one source of additional information regarding competencies; Mendoza will collect copies for the process.  
BBA Mapping Project will provide data for faculty to develop minimum common learning objectives and learning experiences for all core courses. The objective is to ensure that all students encounter the minimum expected learning content and learning experiences regardless of instructor. One outcome will be a list for each common course that department heads will provide to new instructors. |
<p>| 6. Discuss Committee bylaws: <strong>Sec 6 Item 8</strong> – At times of major review of college curriculum the Committee will be expanded to two faculty members from each department | Committee concluded that this provision did not apply to the activity currently underway which is essentially an effort to understand the content and learning experiences offered in our existing curriculum and the extent to which our curriculum already meets the expectations of new AACSB Standard 9. Based on the results of this mapping project, we will decide whether to recommend a major review of the college curriculum and if so, will seek an expansion of the committee based on this provision in the bylaws. |</p>
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<td><strong>7. Other Business:</strong></td>
<td>Sautter expressed concern regarding the status of BUSA 111 based upon CEC notes that issues have been raised about the direction of BUSA 111 and whether it is meeting our goals. Ellis reported that BUSA 111 has been a topic of discussion in CEC in terms of whether it continues to serve the needs of the students and if there is anything that can be done to improve outcomes – presently about 21% of enrolled students fail BUSA 111 (similar fail rate in BCIS 110). BUSA 111 instructors were invited to CEC to discuss their thoughts about the course. Ideas discussed included possible tutoring lab, supplementary instruction sections, having each department do presentations on their majors. No discussion of eliminating the course. Committee question about implementation of lower division GPA performance standard as voted on by faculty at forum. Committee will request a status report on the implementation from Dean Brook in their submission of the committee report for convocation.</td>
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<td><strong>8. Next Meeting Scheduled</strong></td>
<td>This was the last meeting for Fall semester. Billiot will work on convocation report. Next meeting TBD.</td>
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<td><strong>9. Adjournment</strong></td>
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