4 March 2011 Minutes of the College Undergraduate (UG) Curriculum Committee

Members Present: Terry Adler, Justine Adkisson, Greg Roth, Dennis Clason, Bruce Huhmann, and Kevin McNelis

Members Absent: Kathy Brook

Guest: Sherry Mills

Meeting Called to Order at 1300.

First Order of Business:

Kevin McNelis provided a course proposal with the appropriate NMSU Course Action Form (CAF) for our review and approval. The CAF included cleaning up the course description for BCIS 485.

The committee suggested that the short title on the CAF needs to be changed from “PING” to “PLNG.” The effective date also needs to be augmented from “10” to “10 (Spring 2012).” Dennis Clason moved and Greg Roth seconded a motion to accept the CAF with proposed changes “as is” for BCIS 485. The relevant information is as follows:

Motion passed 5 yes and 0 no.

Second Order of Business:

Sherry Mills presented three Program Improvement (PI) (another name for closing the loop) areas this committee has done this semester with regard to College of Business goals in critical thinking and ethics. These are as follows:

Program Improvement [PI #1] Critical Thinking

**Action Item #1: Embed critical thinking assignments into BBA core and the major.** Faculty must include critical thinking assignments and materials that will increase student awareness of critical thinking. The committee wants 7 of the 14 core undergraduate courses to embed critical thinking assignments (i.e., ACCT 252, BCIS 110, BLAW 316, BUSA 111, ECON 252, FIN 341, and MGT 309) in Fall 2011.

- **Implementation:** In Spring 2011, several courses in the BBA program embedded a new critical thinking assignment in their course.
- **Implementation:** ECON faculty met and agreed to the following actions:
  - Incorporate two or three departmental/college goals into syllabus/course. For Econ 251, 252, and 304, make sure one of the goals is critical thinking.
  - A subcommittee will create a brief handout to help future teachers of principles incorporate critical thinking into their courses. Randy will lead the effort.
- **Implementation:** MGT department agreed to the following actions:
  - Incorporate two or three departmental/college goals into syllabus/course. For Mgt 470, make sure one of the goals is critical thinking.
  - A subcommittee will create a brief handout to help future teachers of principles incorporate critical thinking into their courses. Terry will lead the effort.
- **UG Committee actions:**
  - To verify that faculty members have embedded critical thinking assignments in their courses, committee members will create a packet of curriculum materials for AACSB purposes that reflects critical thinking initiatives developed by faculty for BBA core and major courses. Packet will include a coversheet listing the courses, the type of assignment, the materials...
used to facilitate student learning, and whether or not a grading rubric or student self-reflection will be used. Copies of all of these items will follow the coversheet in the packet.

- The committee will review the packets to address the following questions:
  - Does the assignment address the critical thinking level the committee desires
  - How does the instructor make students aware of critical thinking (e.g., tip sheet, grading rubric included in the assignment, reference on line resources?)

**Action Item #2: Assist the faculty development of critical thinking assignments and activities**

Faculty need assistance in developing critical thinking assignments, questions, scoring rubrics, and classroom activities.

- **UG committee action:** Committee will
  - Offer a workshop on 13 April 2011 to provide a common focus on critical thinking assignments. BBA core course faculty teaching the 7 courses mentioned above are required to attend. Any other BBA faculty are invited to attend the workshop. The workshop will focus on preparation of course assignments and grading rubrics to support the learning goal.
  - Provide resources about the concept of critical thinking, classroom activities, course assignments, and rubrics. The committee members will work with Renee Brown to develop a critical thinking website within the college website. Members will also work with faculty to develop or collect some teaching tips and critical thinking resources for faculty and general information for students.

**Action Item #3: Lay the Foundation: Critical thinking model and course objective**

Committee will provide a critical thinking model, a standardized critical thinking course objective, and an optional brief description of the objective. Faculty teaching the 7 courses mentioned in Action item #1 above are expected to include the standardized objective in their syllabus/course and may include a brief description of the objective. All other faculty teaching courses in the BBA program are asked to include the objective and a brief description of the objective if critical thinking is used in the course.

- **Implementation:** Disseminate the format and course objectives to faculty during the workshop.
- **UG committee action:** Developed a format for a general critical thinking process and assignment at the February 25, 2011 meeting. Developed a learning objective on March 4, 2011. Perform a syllabi review for fall 2011. We would like each faculty member to use the following the learning objective in their syllabi if their course teaches critical thinking: **Students can think critically.**

**Program Improvement [PI #2] Ethics**

**Action Item #1: Create a business ethics course**

To address the need to improve student ethics skills (Goal 5a: Students can comprehend ethical implications in business), the committee agreed to approve a permanent course on business ethics called “Corporate Responsibility & Ethics.”

- **Implementation:** The course will be offered in Fall 2011. Funding is available for instructor to develop the course in the summer.
- **UG committee action:** Review syllabus. Obtain feedback from course instructor at the end of the first semester of instruction.

**Action Item #2: Contributions from external parties**

The committee will work with Bruce Huhmann and the Daniels Funds Initiative to gather information from the business community [via focus group with Business Advisory Council members] about common ethical issues with recently hired graduates.
UG Committee action: Bruce Huhmann will meet with the Business Advisory Council and bring feedback to the committee for discussion. BAC members may be involved in development of some curriculum materials, such as cases developed from actual ethical incidents.

Third Order of Business:

With regard to the critical thinking workshop, all faculty who teach in the undergraduate curriculum are invited to attend. Again, the date for this workshop is **13 April 2011 from 1600-1730 in GU 100.** All CoB undergraduate faculty who teach the following courses (i.e., ACCT 252, BCIS 110, BLAW 316, BUSA 111, ECON 252, FIN 341, and MGT 309) are highly encouraged to attend this workshop.

Meeting Adjourned at 1400. Next meeting is scheduled for 18 March 2011 at 1 pm in BC 134.

Submitted by: Terry Adler, Chair