5 March 2010 Minutes of the College Undergraduate (UG) Curriculum Committee

Members Present: Terry Adler, Kathy Brook, Kevin McNelis, Tim Query, Elliott Willman, Sherry Mills, and Tony Popp
Absent: Justine Adkisson and Bruce Huhmann

Meeting Called to Order at 0730.

Continuing with our discussion of “Closing The Loop” in our assessment process, we continue to address how best to improve our business core curriculum for our undergraduate students. “Writing skills” was identified by the Assessment Committee this semester as the primary area that needs to be improved in our business core.

We intend to have a multifaceted approach to improving student’s writing skills beginning in BUSA 111, continuing in ACCT 251 and ACCT 252, and finishing in BUSA 421. These are courses that we, as a college, intend to emphasize getting students to communicate in a professional manner both orally and written.

We have already changed our curriculum to emphasize oral communication skills in MKTG 303 via a videotaped presentation. More needs to be done though as we need to:

1. Ask BUSA 111 instructors to provide writing samples of what their students do in class. This will provide our committee better insight into where students are starting with regard to writing skill ability.

2. Grade BUSA 421 writing assignments collected this past week to assess how well senior students write. This data will be shared with the Assessment Committee. This committee also needs to check with Dr. Sam Gray on what is required in the BUSA 421 on-line class with regard to oral and written communication assignments.

3. Add a writing assignment to the ACCT 251 and ACCT 252 curriculum. The nature of this assignment will be to emphasize to students the “Best Practices” of writing to further student learning. We believe that adding a 200-level writing assignment will further the retention of good writing practices as taught in these two courses.

4. Develop and provide a laminated card that highlights the four or five important aspects of oral communication. This card should be a College of Business (COB) card that promotes the basic elements of good oral communication and should be given to every student beginning in BUSA 111. Our committee will develop this card and then start investigating how best to distribute to COB students.

5. Again check with the English Department to see what “Best Practices” examples for students that they can give us to use in our COB core classes. They have promised to get back to us but we have not followed up on that yet.

6. Follow-up with Renee Brown to see how to adequately put “Best Practices” for both oral and written communication on our COB website. Renee has already provided some analysis with regard to summarizing writing skills but we need to see how best this information should be organized and made available to students.

A motion was also provided by Kevin McNelis to amend the ‘Transfer Credits for Undergraduate Programs’ program (Process Manual 1. Credit Transfers: Undergraduate; Webpage: Transfer Students). Motion was seconded by Tim Query. This amendment is being proposed to state “Transfer credits for NMSU business core courses (lower and upper division) must be accompanied by grades of ‘C’ or higher.” This committee had originally passed this program for only upper division business core courses but with this amendment, the policy now includes lower and upper division core courses. The vote carried 4-0 to amend the ‘Transfer Credit’ policy as proposed.

Meeting Adjourned at 0850.

Next meeting is scheduled for 19 March 2010 from 0730 to 0900 in the BC204.

Submitted by: Terry Adler, Chair