**Members:** Mary Jo Billiot, Larry Blank, Matt Holt, Jeff Teich, Pookie Sautter.  
Ex-officio: Liz Ellis, Kyle Archuleta & Justine Adkisson.  
Absent: Larry Blank  
**Guests:**

**Undergrad Committee Meeting Minutes**  
**Date/Time:** Monday, Nov. 18, 2013 at 1 pm  
**Location:** BC 246

| Chair: Mary Jo Billiot  
Note taker: Yvonne Mendoza | Please read: |
<table>
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<td><strong>TOPICS</strong></td>
<td><strong>OUTCOME</strong></td>
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<tr>
<td>1. Approval of Minutes of November 4, 2013.</td>
<td>Motion moved to approve the November 4, 2014 minutes as amended. APPROVED</td>
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| 2. Closing the Loop – THINK: Undergrad Committee collecting documents related to critical thinking.  
- Ellis/ Billiot – BBA assignments collected Fall 2012  
- Sautter - memo template based upon research of the topic  
- Blank - memo examples used in lower-division Economics courses | COB BBA book of examples/assignments Fall 2012:  
- Book contains assignments that are/were used in the classroom. Some assignments identify in-class assessment process. Committee gained insight into the types and extent of critical thinking assignments used across the curriculum.  
- Discussion of 2012 COB BBA examples/assignments verses AACSB examples. Committee intent is to enhance THINK goal and will engage in following: 1. Gather information about placement and use of identified assignments; 2. Update list from 2012; and 3. provide examples of one page memos that may be used throughout curriculum as teaching/learning tools for critical thinking processes.  
- Current tip sheet or similar information that can be distributed for use  
  o Sautter locating material from AACSB—memo format and self-reflection questions that promote critical thinking in writing process rather than a rubric. Students more likely to connect rubrics to scoring/grading.  
AACSB Conferences: identify faculty interested in attending and sharing information from conference (case method, faculty to attend—conference helpful?)  
AOL – will meet with AOL chair at the beginning of the Spring semester. |
| 3. Continue work on BBA Mapping Project and homework assignments. | Need the remaining courses to add to BBA spreadsheet  
- Fundamental process—detailed information on Competencies not necessary.  
Final list will be starting point for discussion of changes to BBA core courses. |
| 4. Discuss Committee bylaws: **Sec 6 Item 8** – At times of major review of college curriculum the Committee will be expanded to two faculty members from each department. | Moved to next meeting for discussion. |
| 5. Other Business: | As requested by Ellis, the Committee brainstormed about opportunities to recognize COB student achievement.  
- Archuleta provided a list of Recognitions and Rewards for Crimson Scholars. |
| 6. Next Meeting Scheduled | December 2, 2013 @ 1:00 in BC Faculty Lounge |
| 7. Adjournment | Meeting adjourned at 2:00 |