16 Sep 2011 Minutes of the College Undergraduate (UG) Curriculum Committee

Members Present: Terry Adler, Kevin McNelis, Dennis Clason, Justine Adakisson, Michelle Jasso, Kathy Brook, Greg Roth, and Michael Loera

Meeting Called to Order at 0930.

First Order of Business:

Each committee member is continuing to be responsible for collecting assignments and documenting how their respective departments have been emphasizing writing and critical thinking skills in the undergraduate core. Our collection and documentation of these materials should be done by our next meeting on 30 Sep 2011. We will then discuss what curriculum changes have been made in these areas.

Second Order of Business:

Terry Adler communicated with Dr. Patti Wojahn in the English Department about any curriculum changes to ENGL 203/211/218 due to our discussions this past year. As a reminder, Bruce Huhmann and myself met with her to discuss how to improve our student’s ability to write (CoB Goal 1a). We reviewed their textbooks, current writing standards, and their plans as a department to meet all university writing goals. Patti told me that they had not done any curriculum changes at this point and wanted to know if we supported a new ENG 300-level business communications course as part of their potential plan to increase student learning in writing. They are also at developing a standardized template for ENGL 203 that all English instructors will use to teach from.

Third Order of Business:

David Daniels and myself met with the Math Department on 16 Sep 2011 to discuss the issue of overuse of calculators in STAT 251 courses at the expense of learning fundamental statistics concepts. In attendance was the Math Department Head, Joe Lackey, Robert Smits and Alyne Fulte. We learned that approximately 6-7 instructors teach STAT 251 which may be part of the problem in standardizing quality across all the courses. The Math Department uses David Moore’s “Essential Statistics” for all STAT 251 courses which is good since the materials are standardized. The Math Department also provided examples of how they teach basic concepts, provided exams, and data on how they teach students. David and I both believe that they are doing a good job at teaching this topic but we should be careful to monitor our CoB students proficiency in performing and understanding basic statistical analyses. For now, the Math Department, more specifically Joe Lackey, agreed to look at the issue of standardizing, or reviewing, how STAT 251 is taught across all 6-7 instructors.

Fourth Order of Business:

The committee met with Dr. Danny Arnold on 19 Sep 2011 as part of the CoB’s mock accreditation visit. The meeting went very well. Danny was impressed with the amount of work the CoB has done to improve student learning. Danny suggested we put “closing the loop” actions into a one-page graphical form to quickly represent what we have done as a college in the past five years. Danny suggested that the data be organized by each “closing the loop” action with four key pieces of information: 1. Data was
gathered when; 2. Data was gathered how; 3 Data went to whom for review; and 4. Based on the data gathered, what decision was made. This was a great suggestion to include in the 5-Year Maintenance Report so that we can accurately and effectively tell our CoB story. Michelle agreed to take the lead on organizing this information into an effective one-page graph, with the assistance of Terry, in collaboration with the AOL committee.

**Fifth Order of Business:**

The Marketing Department provided one proposal with appropriate NMSU Course Action Form (CAF) for our review and approval. The proposal was to change the prefix of “MKTG 459” to “MKTG 449” to ensure only undergraduate students attend this course. Denis Clason moved and Kevin McNelis seconded a motion to approve the proposal. The relevant information is as follows:

Motion passed 5 yes and 0 no.

The Management Department provided one proposal for our review and approval. The proposal was to change the number and name of “BUSA 421—Integrated Concepts” to its former name of “MGT 449—Strategic Management.” This change is necessary to align the CoB with its peer institutions in how they refer to the business policy capstone course. The committee ran out of time to discuss this issue at length and delayed a decision until next committee meeting.

**Last Order of Business:**

As a reminder to CoB Department Heads, please forward all Course Action Change Forms to our committee as soon as possible for inclusion in future NMSU catalogs. The deadline for submittal to our committee is 1 Oct 2011. Thank you.

Meeting Adjourned at 1033.

Next meeting is scheduled for 30 September 2011 from 0930 to 1030 in BC134.

Submitted by: Terry Adler, Chair