UPC Meeting Minutes
3/25/2015

Members Present: Palthe, Sinning, Wiley, DeMello, Stamper
Excused: Lancerdorfer, Drummer
Guest: Razi (Chair, Assurance of Learning Council)

Meeting called to order by Palthe at 10:00am
1. DeMello moved to accept the agenda; Sinning 2nd; motion passed unanimously.
2. Wiley moved to accept the minutes from the January meeting; Sinning 2nd; motion passed unanimously.
3. BBA Grade Requirements – UPC continued the discussion of how to improve student quality in the BBA program. Stamper presented additional data on all pre- and professional-BBA Course aggregate grade distributions in Fall 2014. Difficulties with Math 1160 were discussed, including past conversations with Math Department representatives; changes have been made this year, including a new instructor that seems to be having success with business students. Stamper will present this grade data at the next PC meeting, encouraging the chairs to disseminate to their faculty.
4. ALC annual report – Razi presented the ALC BBA report for 2014. He asked UPC to provide feedback for improvement of the report, as well as ways to streamline the process of communication among goal champions, course coordinators, and faculty. A few suggestions included:
   a. Document meetings with course coordinators, including the feedback they provide, so that ALC and UPC (and others) are aware of suggestions and issues discussed
   b. ALC should include the course coordinator and faculty suggestions for improvement in the goal summaries prior to completion of annual report (so goal champions should meet with course coordinators and faculty members before filing the summaries with ALC chair).
   c. ALC should make a few clear recommendations for improvement to the BBA.
   d. Course Coordinators should meet at least twice per semester to discuss BBA issues and improvements.
   e. Perhaps there should be an annual assessment lunch, gathering faculty together to talk with goal champions and brainstorm improvements in the BBA.

Meeting adjourned at 11:22pm (DeMello moved, Wiley 2nd)

Future meetings: Next meeting is Wednesday, April 8th 10:00am – 11:30am in room 3150 SH.