UPC Meeting Minutes
9/10/2014

Members Present: Palthe, Sinning, Wiley, DeMello, Lancendorfer, Stamper, Drummer

Meeting called to order by Palthe at 10:05am

1. Lancendorfer moved to accept the agenda; Wiley 2nd; motion passed unanimously.
2. Sinning moved to accept the minutes from the April, 2014 meeting; Lancendorfer 2nd, motion passed unanimously.
3. Discussion of adding Business Analytics topics to the BBA curriculum – To continue the discussion from April 2014, UPC members agreed that Business Analytics (BA) should be a topic in CIS 1020 and CIS 2700; the council defers to the expertise of the CIS faculty to develop a plan for appropriately including basic BA information in these courses. The goal will be to provide students a ‘taste’ of what BA is, and perhaps to interest them in taking more classes (majoring in it, if a major develops) or perhaps pursuing the BA minor. Wiley will follow up with Tarn, Razi, and Chen about UPC’s recommendations, and let them know that they are invited back to UPC in the spring to provide feedback about the content changes they plan to make. UPC also suggests that the CIS faculty may want to benchmark other schools for how they include BA topics in their curriculum, as well as check with other departments at HCoB to determine the foundational knowledge students need in analytics, to help prepare them for the related upper level courses in their majors (e.g., FIN 3450; ACTY 3130; MKTG 3710).
4. Discussion of BBA Admissions standards – After a short discussion and data presentation by Drummer, it was determined that there were no changes needed to the GPA requirements or the required courses for BBA admissions. There was recognition by the Council of what a great job the OAA is doing in handling the admissions process and developing a process to handle decision appeals. There were related and significant issues raised concerning the preparedness of some international and transfer students. Stamper will follow up with Tom Marks, Director of CELCIS, regarding TOEFL scores and CELCIS graduation. Suggestions include:
   a. International Student Orientation – once students begin taking classes in HCoB, it would be helpful to plan an international orientation event that covers classroom, behavioral, and academic expectations while at WMU, in addition to introducing the students to valuable campus resources. This could be combined with a Dean’s reception to welcome them to WMU and the US.
   b. Transfer Student Orientation – a mandatory transfer student orientation, in the afternoons of the Transfer Transition Program days, for new HCoB students. Coverage of classroom, behavioral, and academic expectations, campus resources, Career Center, Advising Office, and other units would be appropriate. Drummer will follow up with Paul about this event.
5. Discussion about the Professional Writing Standard Policy – Members reviewed the latest draft of the policy, presented by Wiley. Some wordsmithing changes were suggested. Lancendorfer moved to accept the policy with the recommended changes; DeMello 2nd, passed unanimously. The Council highly recommends that all BBA syllabi include the Writing Policy.
Future meetings:

Next meeting is Wed. Oct 8th 10:00am – 11:30am.
Other meetings will be: 2014 – Nov 12th; 2015 – Jan 21st, Feb 11th, Mar 11th, and April 8th

Topics for this year include: Advanced Economics requirement, Math 1160 content, BUS 2200 as part of the BBA admissions requirements, BUS 4500 as a pre-requisite to BUS 4750, revisiting the possibility of a sophomore-level Communication Course in the BBA core, and establishing GPA requirements for the professional BBA courses (‘C or better’).

Meeting adjourned at 11:40am (Lancendorfer moved, Wiley 2nd).