UPC Meeting Minutes
11/20/2013

Members Present: Palthe (chair), Sinning, Wiley, Balik, Lancendorfer
Guests: none

Meeting called to order by Palthe at 10:00am

1. Sinning moved to accept the agenda; Wiley 2nd; motion passed unanimously.
2. Lancendorfer moved to accept the minutes from the October 16, 2013 meeting, with minor edits; Balik 2nd; motion passed unanimously.
3. Discussion regarding the 3-credit hour sophomore level communication course “Introduction to Workplace Communication” which has previously been under consideration by UPC.
   a. Wiley explained the need for the course (1) as a bridge from English 1050, (2) to provide continuity with regard to written and oral communication instruction and expectations, from freshman through junior years, and (3) to provide students with oral presentation and career document development & professional decorum instruction earlier (than BUS 3700) in their business curriculum.
   b. This course would also allow for BUS 3700 to delve deeper into written communication as well as more completely integrate contemporary workplace (technology mediated/social) media.
   c. Wiley recommended this course be required of all business students, that transfer credit not be available, and that completion of it, with a grade of 2.0, be a prerequisite for BUS 3700.
   d. Committee members strongly supported the need for such a course but questioned how it would fit into the current PBA/BBA curriculum and probability of available resources to support it.
   e. Wiley will reconfigure the course as a 2-credit class and recalculate resource needs with credit reduction and class-size increase and then bring it back to UPC during Spring 2014.
4. Other business and announcements
   a. Removal of the “extra” General Education Area V requirement from the BBA, the transition of BUS 2700 to CIS 2700, the new Business Ethics and Sustainability course (BUS 4500), and requirement of BUS 4500 in the BBA program have all been finalized.
   b. The idea of a potential undergraduate certificate program was discussed. UPC members were unanimously not interested.
   c. UPC requests a conversation with the College’s online course committee before individual departments develop their own approach.

Future meetings:

January 8th   BUS 1750, pedagogical design, online option
February 12th  Big data/business analytics course
March 12th   BBA Admission requirements

Meeting adjourned at 11:20 am (Balik moved; Wiley 2nd)