UPC Meeting Minutes
10/8/2014

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

Meeting called to order by Palthe at 10:00am

1. DeMello moved to accept the agenda; Wiley 2nd; motion passed unanimously.
2. Wiley moved to accept the minutes from the September 2014 meeting as amended; Lancendorfer 2nd, motion passed unanimously.
3. BBA Assessment Report – this report was received last April from the HCoB Assurance of Learning Council; the ALC chair will present the report at the November 12th UPC meeting. Stamper reviewed the new ALC reporting time line, which states that UPC will receive the annual Assessment Report in March (the ALC chair will present it at the March meeting). This will allow UPC to provide feedback to the ALC in April, and create plans for the following year to discuss any needed modifications to BBA courses or requirements.
4. GPA Requirements for Professional BBA – At the Dean’s request, UPC revisited the current BBA entrance requirements. The Dean’s charge was to think about creative options to improve student performance; there was general agreement from UPC members than increasing the GPA requirement for entrance into the BBA was not an option for many reasons. There was also general agreement that there needs to be a culture change within HCoB that supports setting higher expectations. The committee discussed inserting higher grade requirements for both the pre-BBA courses (2.5 or C/B instead of the current 2.0/C) and BBA courses (must earn a 2.0/C in all business courses to graduate). Palthe will invite the Dean to the next UPC meeting to discuss options.
5. BUS 2200 as part of BBA admissions – there was general agreement that BUS 2200 does not need to be a part of the pre-BBA required courses for BBA admission. It should have the same status as CIS 2700, MGMT 2500, and MKTG 2500.
6. Professional Written and Oral Communication Policy – Stamper took the policy as recommended by UPC to Policy Council; department chairs want to take it back to their faculty members for additional feedback. It was agreed that UPC members will support the discussion in the department meetings by explaining the importance of including this policy in all business syllabi, for the following reasons:
   a. It sends a consistent message to students that communication skills are important
   b. It will hopefully result in better work from our students
   c. It allows faculty to make grade adjustments as they feel necessary based on communication errors
   d. It will reinforce the use of the HCoB Communication Center
7. Other Business: Pre-BBA and BBA Core course coordinators – UPC will formally request that all department chairs appoint/elect course coordinators for all pre-BBA and BBA Core classes by the start of Spring 2015 semester. This will assist UPC and HCoB in several ways, including helping to address content and grade distribution differences across sections of the same course, as well as potential accreditation and assessment data gathering and reporting.

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

Meeting adjourned at 11:35am.