

**Undergraduate Committee Meeting**

**November 4, 2016**

**BA 167 Conference Room**

**12:00-1:30 pm**

**Minutes**

**Members Present:** Laura Lindsey (Chair), Altaf Ahmad, Mathias Arrfelt, Eddie Davila, Renee Hughner, Ajith Kumar, Cara McDaniel, Perseus Munshi

**Staff/Guests Present:** Amy Ahlstromer, Tim Desch, Kim Kaplan, Steve Kaplan, Kathy Palmanteer, Michelle Pfund, Melissa Phelan, Joe Van Orden

- I. Call Meeting to Order- Chair Laura Lindsey called the meeting to order at 12:02pm.
- II. Approval of Minutes- **MOTION:** Cara McDaniel moved to approve the minutes as presented. Altaf Ahmad seconded the motion that carried without objection.
- III. Old Business
  - a. The English department is reviewing the draft standardized communication and critical thinking rubrics. A Dean's Advisory Council student has volunteered to be on the review committee.
  - b. Peak Advising season has arrived. Departments have been doing a great job at keeping up with capacity override requests.
- IV. New Business
  - a. Proposed Curriculum Changes (Amy Ahlstromer)
    - i. Business Minor- Changes have been made to the ECN requirement and electives have been updated. Instead of requiring a specific ECN class, the requirement now allows for ECN 212 OR ECN 211. –Altaf suggested replacing CIS 300 with CIS 308. Before this change is made, Altaf will confirm that the department is prepared to meet the demand that would be shifted from one course to the other.
    - ii. Sports Business Certificate- Changes remove elective options that are no longer offered.

**MOTION:** Mathias Arrfelt moved to approve the curriculum changes as presented. Renee Hughner seconded the motion that carried without objection.
  - b. Program Proposal: BA Business (Corporate Accounting) (Steve Kaplan)
    - i. Steve expressed that this program has been created at the request of ASU Online. ASU Online has also driven the rapid timeline for implementation.

- ii. Because of this rapid timeline, multiple courses are still under development and details of their content are still being determined.
  - iii. The accounting department has worked with the Institute of Management Accountants to tailor the topics covered to those necessary for corporate accountants, varying from their coursework aimed at public accounting in the BA- Accounting.
  - iv. There will be an admissions anti-requisite to prevent students who have already earned a Bachelors in accounting from enrolling in this program with the goal of earning 150 total credit hours to meet the CPA qualifications.
  - v. Eddie Davila suggested creating a new course prefix to aid in distinguishing the courses and program from the existing counterparts.
  - vi. Notes on coursework: Financial Statements and Analysis, and Government Controls will be two brand new courses for this program. Intermediate Accounting for Corporate Accountants will be an edited version of the two-semester coursework currently delivered to accounting students.
- c. Annual Accreditation Assessment Review. (Joseph VanOrden)
- i. Highlights:
    - 1. Recommendations to improve communication results: Encourage more writing, use a common rubric, encourage students to go to writing center.
    - 2. Alumni Survey response rates are generally very low.
      - a. 1220- Michele Pfund discussed that 1220 is a new tool to collect student information when they graduate and start working. This may aid in reaching more students for survey response.
    - 3. Closing the loop is one of the most important factors for AACSB. With this year's packets, departments will also receive copies of the notes indicating the changes departments noted they would make from the last three years of assessment. Departments are encouraged to use this information to make some of these changes.
    - 4. Notable issue: Statistics is requesting a major map change: the only writing that they have is in their capstone class but it is a group assignment. AACSB does not allow group assignments to be used as an assessment tool. The major map change will ensure students are able to complete the assessment.

V. Adjournment- The meeting was adjourned at 1:29.