

USFSP College of Business
Undergraduate Curriculum & Assessments Committee
Meeting Minutes

Wednesday, September 8, 2010, 10:00 AM, Piano Man Conference Room

Present: Cheri Collins (Visiting Professor, ex Officio), Bill Jackson (Associate Dean, ex Officio), Grover Kearns (Chair, Associate Professor), Sharon Segrest (Assistant Professor), Todd Shank (Associate Professor), Alison Watkins (Associate Professor, ex Officio)

Absent: Mike Lockett (Associate Professor)

Guest: Maling Ebrahimipour (COB Dean)

Actions: Approved Global Business Program Major

1. Dean Ebrahimipour Remarks

The Dean discussed the following areas:

A. Analysis of student skills should be performed in order to achieve a better matching with marketplace needs. This will include documentation of input/output to each business course. The objective is to document all of the required inputs to courses (from prerequisites) and the outputs (to other courses requiring it as a prerequisite). The inputs/outputs should be listed as learning outcomes in the courses. Additionally, the UGCAC is charged to survey businesses to determine the skill sets that they are seeking and to identify our deficiencies in our students' skills. It was mentioned that one employer said our students interviewed poorly. The Dean stated that this would be completed by the end of the academic year. (Continued below by the Committee.)

B. Approval of the Global Business Program Major is an important objective. It is unlikely that approval will move through the system level before the new catalog but it can be approved at the USFSP level. From there it will go to the System Committee, the ACE Working Group, and the Board of Trustees. (Continued below by the Committee.)

C. We should continue to look for opportunities to introduce new majors by connecting existing programs with complementary programs in our own and other colleges.

D. Assessment of Learning is and will remain a high priority charge for the committee.

2. Approval of Global Business Program Major

Sharon Segrest is the primary contact person for the proposed program. The Global Business Program Major had been discussed in the past with the UGCAC which was highly enthusiastic about its need and potential. The program was discussed at a full faculty meeting at the beginning of the semester and comments invited. Shank moved to

approve the program and Smith seconded. The program was approved by unanimous vote. Segrest and Shank will coordinate the movement of the program through the approval process.

3. Analysis of Student Skills

During the discussion, Smith noted that are small size is creating excessive demands on faculty members and that we should look internally at unique assets that we might leverage. Watkins stated that we should analyze our internal input/output of skills to determine what we are offering before approaching employers.

Kearns presented a possible form to be used for documenting the input/output for each course. Members will provide feedback on modifications and improvements.

Jackson noted that each discipline should look for schools that offer programs they would like to emulate. These programs could be expected to provide meaningful information about appropriate courses and skills.

The UGCAC agreed to the following:

Each discipline will create a generic skill set that would typify expectations for their students. Shank noted that www.careers-in-business.com/ is a good source for these skills.

Each discipline will identify employers to be surveyed. Although the course of action was not determined, it was generally agreed that this would be an interview process and not a mail survey.

4. Next Meeting

The committee will next meet on Wednesday, Oct. 6 at 10:00 am in the Piano Man Conference Room.

5. The meeting was adjourned at 11:30 am.