**MINUTES** **for Friday April 24th, 2020**  CBA Curriculum Committee

2:00 to 4:00pm virtually via Collaborate Ultra

[Link to join via computer.](https://us.bbcollab.com/guest/1cec8b7caa1845a2bd719468ebab7888)

Phone number to call in: +1-571-392-7650 PIN: 505 767 9530

Members Present: Mary Hamman (ECO), Justin Kilchenmann (ACC), Chun-Lung “Nic” Huang (IS), Christa Kiersch (MGT), Maggie McDermott (MKT), Adam Stivers (FIN)

Others in Attendance: James Murray (Dean’s Office), Nicole Vidden (Dean’s Office), Laurie Miller (AOL)

Convened by Mary Hamman (ECO) at 2:05pm.

1. Motion (seconded) for approval of the minutes from February 28th 2020, following friendly amendments to increase accuracy (6/0/0) .
2. Kilchenmann moved (McDermott second) for approval of edits proposed on MGT 360 and MGT 452 CIMS (6/0/0).
3. Committee and guests engaged in discussion of final report to the college, according to charges the committee was either assigned and/or worked on this past academic year.  
   1. Discussion points related to math requirements and quantitative literacy:
      1. We gathered and incorporated feedback from departments, developed and have sent a set of recommendations (including learning objectives) for revisions for MTH 175 to the Math department.
      2. Work on MTH 175 revisions is in progress within the Math department. Moving forward, the committee should continue the partnership with Math department on MTH 175 revisions.
      3. Following revisions on MTH 175, the committee should consider revisiting a possible CBA quantitative literacy learning outcome.
   2. Discussion points related to writing across the college:
      1. We have collected information from all CBA departments from an all-college survey and then conducted more in-depth data collection from self-identified courses in the core who map to the written communication learning outcome.
      2. We used this data to identify courses within the CBA core where writing is consistently taking place (consistent teaching about writing, consistent writing expectations and assignments) and the details of how written communication competency is developed in the core courses.
      3. Murray is creating an initial draft of the proposal for writing across the college (according to CATL guidelines). We currently have sufficient information to build this proposal. Next step is to write the proposal, bring back to CBA CC, and then to various stakeholder groups and levels of approval.
   3. Discussion points related to Global Learning Objective:
      1. The committee, and in particular the sub-committee on Global Learning, worked with AOLTF to gather feedback within the CBA all-college meeting and then to build a draft of a new learning objective which will be shared with core course coordinators in the Fall
      2. Current draft of the new LO is as follows: ‘Students will formulate business decisions that consider the interconnectedness of domestic, international, and global business issues, trends, and systems.
      3. In the Fall, Core Course Coordinators and AOLTF will work to make any edits and also to adapt the learning objectives of core courses to align with this new CBA learning goal. There is recognition that while ‘global’ is touched on across core courses, it is not showing up as course learning objectives in a strong way. Thus, the next step in process is core course coordinators.
   4. Discussion points related to decreasing credits in the Business Admin minor:
      1. We did not get to this charge yet this year, but we would recommend the next year’s group takes this on. McDermott will review the business minor offerings at our peer and aspirant institutions and provide a summary for the 2020-21 AY CBA CC as a starting point on this charge.
   5. Discussion points related to enhanced partnership with AOLTF:
      1. Hamman and Miller will work collaboratively to accurately represent the efforts on this charge in both committee reports
   6. Discussion points related to considering decrease of number of credits required for admission to business program (from the current minimum of 54 credits).
      1. The suggestion of dropping to 45 credits is provided in the Dean’s charge to the committee.
      2. This charge has not yet been addressed by CBA CC; yet with the newly decreased general education credits this may be an even greater challenge/bottleneck for student progress moving forward. It is also possible that the temporary COVID-19 adjustments (e.g., in drop deadline dates for Spring 2020).
      3. Committee discusses attempting to move this forward in some form yet this semester, acknowledging the student benefits of such a change. Committee is in favor of suspending the credit minimum temporarily, then suggest to the next year’s committee to consider making this change permanent.
      4. Hamman drafting committee’s final report including language for our temporary suspension of the core requirements via recommendation to Dean’s office for making exceptions. Committee will review and bring to college for all-college vote in May meeting.
4. McDermott moves to approve (Kiersch second) the bylaw changes to reflect process we have followed this semester in ‘what constitutes a curricular change’ document (6/0/0). Murray/Hamman preparing this for all-college vote in May meeting.
5. Hamman drafting executive summary to circulate to committee (due to Dean’s office May 5); committee members who are wanting to add any additional documentation are encouraged to send that directly to Hamman for inclusion.

*As a POI, per email from Dean Milner our Executive Summary must contain:*

* Your committee’s progress this year;
* Your committee’s suggested charge for next year;
* Issues your committee has in terms of challenges, financial requests, membership etc., as well as anything else you deem appropriate.