

Thursday, October 20, 2022

TO: Curriculum Committee
FROM: Taggart Brooks,
Dean, College of Business Administration



RE: Committee Charges for 2022-2023

This memo is intended to serve as a charge letter for the Curriculum committee for the 2022-2023 academic year. Below you will find the suggested charges for the year, most of which come from your previous year's end-of-year report. It also contains a request for the committee to move its work to the CBA MS TEAM, and some suggestions for preparing the committee for the AACSB visit.

As I mentioned at the college meeting last month, please do your committee work in the new [College of Business Administration MS TEAM](#). The goal is to help make the work of the committees visible and accessible to the entire college. Everyone should have access, if you do not, let me know. You will find a channel for your committee and a suggested structure for minutes, agenda, and working documents. If your committee could also work to populate the channel with historical documents, that would be helpful.

This is our AACSB visit year. The visit team will arrive on March 25th and plan to meet with your committee sometime on Monday, March 27th, so please reserve time for the committee to familiarize yourselves with the Continuous Improvement Review (CIR) report before that date. Your committee members will all be expected to answer questions based on the sections of the report related to the work you do and to have a clear understanding of the committee's roles, rights, and responsibilities in the CBA. I expect to have near-final draft of the CIR available later this semester. I would suggest you should set aside a meeting time in February to cover these things.

In addition to the aforementioned items, and your regular business (as outlined in the [CBA bylaws](#)), please attend to the following charges:

- Review and consider dropping the CBA graduate/degree requirements: "Complete at least 50% of the business course requirements (core and major) in residence at UWL."
- Consider the implications of dropping the application to the CBA.
- Consider the impact on students of permanently suspending the 54 credit rule for CBA Admission.
- Prepare a short document that lists the curricular changes of the last 5 years.
- Review the CBA Summer Working Group's report and work with the CCCs and AOL, as needed, to refine and complete their content and skill analysis of the core content, identify gaps along our scaffolded curriculum, and make curricular recommendations to core courses and/or the majors for improvements.
- Consider the current curriculum and LOs, and the benchmarking the summer working group did, to determine if new curriculum and/or LOs are needed. Do not just consider adding, also consider dropping if appropriate.

- Invite MTH 160 instructors to a committee meeting to share early results and reflections on MTH 160.
- Submit a proposal for Writing in the College in consultation with MGT/MKT 301 instructors (See Appendix A of the 2021-2022 year-end report)
- Revisit the plan, and formalize a process, for regular cycle curricular review (See Appendix B of the 2021-2022 year-end report)
- Continue developing a proposal for a Quantitative Literacy Learning Outcome.
- Work with the DEI Fellow to research and present a proposal for additions or revisions to existing Learning Outcomes to reflect cultural competency and diversity, equity, and inclusion.

If you have questions or concerns, please contact me at any time during the year. Finally, if the Dean's office or I can assist your committee in any way during the year, please do not hesitate to ask.

I would ask that the chair check-in at the end of the fall semester with a brief email to me and the Associate Dean highlighting the accomplishments to that point in the year. Finally, please complete a year-end report and email it to myself and the associate dean no later than May 31, 2023. That report should include suggestions for charges for the next academic year.