**Undergraduate Program Committee Meeting Minutes**

October 2, 2019, 12:30pm – 1:30pm, TPS 110

**Voting Committee Members**: M. Bergman (C), G. Noronha, G. Viers, M. Eberly, J. Heckman

**Committee:** A. Steffens, A. Martin, H. Norbjerg, K. Barker, N. Tabafunda

**Approval of Minutes** –M.Bergman

* Minutes from May 29, 2019 UPC notes approved by all voting members of the UPC

**Follow Up on Action Items** – M.Bergman

* There were no action items to follow up on

**Exit Survey** – M. Eberly

* Marion presented Exit Survey results from 2016 -2019 in a visual form. Results available online on UPC OneDrive folder.

**Goal Setting** – M. Eberly

* Based on conversations with staff and Exit Survey results, Marion identified 11 goals. The committee discussed which goals to target first, and which ones to hold off on.
* Priority goals:
	+ Reviewing **TBUS Core** curriculum – this will also include TBUS 330 review **(technology goal)**. Perhaps have an assigned faculty member who is the lead for each core class?
	+ **Quality of Instruction** – perhaps the High Impact Teaching workgroup can lead this? There’s a campus wide initiative to define what effective teaching means per unit, which relates to this goal.

Action Item: Margo will present this to the Faculty Committee.

* + **WSA**
	+ **Freshmen Direct** – Heidi is planning to review admission policy and review process
	+ **Internships**
* Goals to put on the backburner for now
	+ Milgard Gold (there’s a “notion” that this should be a graduation requirement)
	+ Exit Survey
	+ Writing rubric – Jennifer suggested waiting till UW Tacoma has a clear definition of their writing standards.
	+ Teamwork – High Impact Teaching is kind of looking at this already
	+ New Student Orientation
* Document available online on UPC OneDrive folder.

**Option Descriptions**– M. Bergman/ H. Norbjerg

* Request for a reminder to be sent out to program heads/committees to update “long descriptions” of their discipline. Management has submitted an updated version,
* Action Item: Heidi will share with Margo, who then can share it with the other faculty as an example. Preferred due date within a month.

**CSR Minor** – No Minimum grade (VOTING) – M. Eberly/ A. Steffens

* Program change request document available online on UPC OneDrive folder.
* Approval is needed to change the minor requirement to a 2.0 grade point average minimum. All voting UPC faculty approved of this change. Aubree will update 1503 and start the process to have it changed.

**Meeting Dates Scheduling** – M. Bergman

* November Meeting : October 28, 2019
* December 2, 2019

Meeting Adjourned: 1:24pm