**Undergraduate Program Committee Meeting Minutes**

December 4, 2018, 12:30pm – 1:30pm, TPS 110

**Attendance:** A. Hastings, M. Bergman, A. Martin, K. Barker, M. James, H. Norbjerg, E. Sivadas, A. Steffens, A. Hendricks, G. Noronha, , N. Tabafunda, G. Viers

Guest: S. Emert, Assistant Professor

**1. Approval of Minutes**

* Minutes from November 6, 2018 meeting approved by all voting members of the UPC

**2. Follow Up on Action Items**

* M. Bergman postponed all action items from November 6, 2018 meeting.

**3. Credit Hour Discussions**

* E. Sivadas presented handout on credit hour distribution in comparison to other business schools.
* Proposing to make MSB course credits comparable to other business schools

**ACTION ITEM:** Take credit hour distribution list back to “teams”. Deadline: February

**4. Employment Tracking**

* E. Sivadas presented update on MBA employment tracking

**5. Student Skyping/Zooming**

* E. Sivadas proposed creating a policy on students Zooming/Skyping into MSB courses
* Concerns about regulating Zooming/Skyping
  + Faculty members may not want to be deciding factor
  + Student abuse to know videoing into a lecture is possible (not a good idea for undergrad)
  + Don’t want to enforce on all faculty
* Suggestion to bring topic up to T. Thompson’s onboarding Initiative.
* No policy

**6. Netherlands Elective Credit**

* M. Bergman working on department Study Abroad Policy.
* Course distribution approval
  + CSR- S. Emert approved on behalf of CSR
  + MKTG- Approved on condition to requirement suggestions via email correspondence
  + MGMT- Approved via email correspondence
* UPC voting faculty approved Netherlands Elective Credit

**ACTION ITEM:** Reassign OneDrive administrative manager & grant G. Viers access to OneDrive

**7. Study Abroad Shell Course TBGEN 468**

* A. Steffens presented T BGEN 468 course change proposal
* Documents available in the UPC One Drive Agendas 2018 – 2019 folder
* Concern raised about TBGEN 468 course change proposal:
  + Wording on Learning objectives
  + Proposed edit to “Examples will vary” disclaimer in learning objectives.
* UPC voting faculty approved T BGEN 468 with edit to learning objectives.

**8. % of Overall Grade from Group Projects**

* A. Hastings summarized topic questioning regulation of percentage weight for group projects
* Concerns about regulating grade percentage on projects
  + How to account for free-riding students in groups
  + Courses with sections should have commonalities
* Suggestion for percentage to be no greater than 40%

**ACTION ITEM:** A. Hastings will collect and review data compiled on subject by S. Norman

**9. Winter 19 UPC Meeting Schedule**

* January 16th, 2019
* February 6th, 2019
* March 6th, 2019

Meeting adjourned, 1:28pm.

Submitted by Nikki Tabafunda