**Undergraduate Program Committee Meeting Minutes**

January 16, 2019, 12:30pm – 1:30pm, TPS 110

Attendance A. Hastings, M. Bergman, A. Martin, K. Barker, A. Steffens, G. Noronha, , N. Tabafunda, G. Viers

Guest: H. Demirkan & F.Leng

**Approval of Minutes** –M.Bergman

* Postponed approval for next meeting.

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

* M. Bergman completed draft for study abroad course start-up procedures. Added to today’s agenda.
* Credit hour distribution postponed for next meeting.

**Minor in BDA** – H.Demirkan

* H. Demirkan presented proposals for Undergraduate Analytics Minor.
* Documents available in the UPC One Drive Agendas 2018 – 2019 folder.
* Concerns on how to make prerequisites work for all majors.
* Proposed to be postponed to next meeting to allow more time for review.

**Exit Survey Preliminary Results** – A.Hastings/A.Martin

* A. Hastings presented data from Aut18 exit survey.
* Student comments document shared only with M. Bergman & A. Hastings.
* Propose to share results with Strategic Initiative.

**Change in Exit Survey** – E.Sivadas

* Proposal to change questions within exit survey.
* Topic postponed for next meeting.

**Algebra Skills** – F.Leng/G.Noronha

* F. Leng expressed concerns about decline in student’s mathematics performance.
	+ Extra in class assistance is provided
	+ Study guides based directly off of exams
	+ Student fail rate at 20%
* Find a solution to student’s inability to do basic algebra skills.
* Propose a stronger tutoring system for mathematics.

**Germany Study Abroad** – M.Bergman for M.Eberly

* M. Bergman presented M. Eberly’s proposal on non- Milgard students and perspective students participating in the study abroad.
* Concerns about proposal:
	+ Students taking business student only courses in order to qualify for financial aid.
	+ Bad precedence for future that program’s “experimental run” won’t include any business students.
* No strong objections to including non-business major students.

**Group Project Data** – A.Hastings

* A. Hastings presented data from faculty survey on group projects.
* Documents available in the UPC One Drive Agendas 2018 – 2019 folder.
* Goal to constructively use results to use group projects more effectively.

**Study Abroad Approval Process Draft** – M.Bergman

* Postpone vote to bring to Faculty Council for next meeting.

**Winter Admits Review** – A.Steffens

* Postponed for next meeting.

Meeting adjourned, 1:32pm.