**Undergraduate Program Committee Meeting Minutes**

November 6, 2018, 12:30pm – 1:30pm, TPS 110

Present: A. Hastings, A. Martin, M. Bergman, K. Barker, M. James, E. Sivadas, M. Eberly, A. Steffens, A. Hendricks, G. Noronha, , N. Tabafunda

Guest: R. Bernstein, Assistant Professor, SIAS

1. Approval of Minutes

* Minutes from October 8, 2018 meeting approved by all voting members of the UPC
* Minutes from May 2, 2018 meeting approved by all voting members of the UPC

**ACTION ITEM**: M. Bergman agreed to take the lead on the creation of study abroad course approval process

2. Election for UPC Chair

* Nomination for M. Bergman as UPC Chair was received and seconded.
* All voting members of UPC voted and approved M. Bergman as UPC Chair

3. TBUS 400 5th time/Limits on Courses

* A. Martin summarized concerns regarding amount of times a course can be repeated
	+ A current student made request to take a course for the 5th time.
	+ Committee members agreed that for this situation the student will be required to petition for the next course re-enrollment and meet with Ed Mirecki
* It was decided that a policy needs to be in place to prevent issues in the future
	+ Draft policy: Students will be required to petition to re-enroll after the 3rd time and he/she will be referred to UG Director who contacts course instructor for enrollment approval.

**ACTION ITEM**: Take draft policy to faculty for review and approval

4. TMKTG 348 – New Course

* A. Steffens presented proposal for TMKTG 348 from Greg Rose
* Documents available in the UPC One Drive Agendas 2018 – 2019 folder
* Concerns raised about TMKTG 348
	+ Course overlapping with management courses
	+ May be in need of a business pre-req
	+ Course number not matching SEA 400 level

**ACTION ITEM**: Aubree will email the TBUS 300 syllabus to Greg Rose and Gregg Arnold to see if they think TBUS 300 should be a pre-requisite and to address any overlap

5. Non-Profit Minor

* R. Bernstein summarized Non-Profit Minor
	+ Expressed concerns about minor fitting in SIAS
	+ Paralleled courses to business courses
	+ Presented idea of integrating minor into business department
	+ Business advisors communicated to Ruth that they do make students aware of the minor.

6. TBUS 490

* A. Steffens presented proposal for TBUS 490 from Luna Zhang
* Documents available in the UPC One Drive Agendas 2018 – 2019 folder
* Decision needs to be made regarding how it counts.

**ACTION ITEM**: Aubree will send the course proposal to area leads for review.

7. Study Abroad Update

* M. Eberly summarized the new study abroad program for UW Tacoma Milgard students to study in Germany for 6 weeks during spring quarter. Students will take Independent Study course with Marion for 2 credits. No UWT faculty will be in attendance in Germany.

8. Study Abroad Shell Course

* Cover next meeting due to time

9. Employment Tracking for 12/4 meeting

* Cover next meeting due to time

Meeting adjourned, 1:30pm.

Submitted by Nikki Tabafunda