**Undergraduate Program Committee Meeting Minutes**

January 13, 2020 12:30pm – 1:30pm, DOU 301

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

Committee: A. Steffens, A. Martin, K. Barker, M. James, Z. Barsness N. Tabafunda

Guest: K.Kledzik

**Approval of Minutes** –M.Bergman

* Minutes from October 31, 2019 approved by all voting members of the UPC

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

* Still owe Heidi General Business blurb for brochure.

**Update on UPC Priorities**– M. Eberly

* Core Curriculum Review- invitations to task force. A representative from each academic area in order to keep group small
  + Waiting for commitment from invitees
* Quality of instruction
  + Integrate part-time faculty for core classes: onboarding process.
  + How can we best support Faculty
* WSA
  + Obtained data from Stephen, seek to update data, rerun the analyses and present at a future meeting.

**Exit Survey Results** – A. Martin & M. Eberly

* Documents available in the UPC One Drive Agendas 2019 – 2020 folder
* Added on Autumn’19 results to report generated from 2016 -2019

**PTL Onboarding Standardizing** – M. Bergman & K. Kledzik

* Hand out was passed out of email template sent to new PTL.
* Reviewed the letter during the meeting for relevancy and items to add
  + Add or rewrite information into a checklist
  + Add reference to Darcy and or Canvas
    - Discussion about a potential template shell course on canvas
* Suggested to create a list of returning PTL in order to avoid quarterly NetID cancelation/activation

**ACTION ITEM:** Create a textbook standardizing list for each teaching area to ensure enough books in stock at Ubookstore.

**T FIN 457 Entrepreneurship & Small Business Finance** – M. Bergman

* Moved to next meeting’s agenda

**T ACCT 490/ 490 Policy Review** – M. Bergman

* Approval for Special Topics Accounting: Accounting Analytics
* Supporting documents no submitted with approval request.
  + Review of Special Topics 490 policy
    - Is syllabus needed for approval?
    - How to determine course credit and for which area.
      * BANLT minor credit?
    - Does this course require prerequisites?
* Syllabus needed for T ACCR 490 Special Topics: Accounting Analytics before course can be approved.

**T BUS 400 in Future Summers** – M. Eberly & Z. Barsness

* Moved to next meeting’s agenda

Meeting Adjourned: 1:25pm