**Undergraduate Program Committee Meeting Minutes**

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

**Approval of Minutes** –M. Bergman

* Proposal to modify notes to add further detail on SEM Course Votes relating to credit and distribution:
  + Sports Marketing TMKGT 470
  + Sports Essentials TBGEN 370
  + Sports Seminar TBGEN 485
* Edited during December 2, 2019 Meeting
* Minutes from October 31, 2019 approved by all voting members of the UPC

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

* Revisit action item: Collecting area description “blurbs” next meeting.

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

* Data Analysis meeting scheduled next week:
  + Topics and data covering – WSA, calculus class, & lower GPA at admission
* Introducing Core Classes
  + Document of core class list with assigned faculty coordinators available in UPC OneDrive Agendas 2019-2020
  + Organize approach on onboarding PTL into core classes
    - Assign full-time faculty coordinators to core classes

**ACTION ITEM**: Minutes from faculty affairs meeting and follow up with academic HR

* Core Curriculum:
  + Document of review process steps, current goals, and predicted timelines available on UPC OneDrive Agendas 2019-2020
  + Step 1:
    - Reviewing current goals; update, follow AACSB standards, and determine new goals
    - Timeline Step 1 predicted W’20 – late SP’20
  + Suggestion for a “taskforce” due to UPC not fully representing all of MSB academic focuses

**ACTION ITEM**: Create a taskforce

**Prerequisites for TMKTG 425 & TMKTG 450** – M. Bergman

* Proposal document available in UPC OneDrive Agendas 2019-2020
* Proposal to add TBUS 320 as a prerequisite for T MKTG 425 & TMKTG 450
* Approved by all voting members of the UPC

**Focus Groups** – M. Bergman

* Document of Student focus group process available in UPC OneDrive Agendas 2019-2020
* Suggestions:
  + Tie questions into learning goals & whether or not they have been met
  + Question on what students wished was in the curriculum
  + Conduct survey with employers rather than students.
* Concern about some questions being too open ended.

**SEM Electives** – M. Bergman

* Document SEM course list proposal available in UPC OneDrive Agendas 2019-2020
* Needs review by academic “areas”

**Winter Meeting Dates** – M. Bergman

* Monday meetings – 2nd of every month
  + January 13
  + February 3
  + March 2

Meeting Adjourned: 1:28pm