**Undergraduate Program Committee Meeting Minutes**

March 2, 2020 12:30pm – 1:30pm, DOU 301

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

Committee: A. Steffens, A. Martin, K. Barker, N. Tabafunda

**Approval of Minutes –M. Bergman**

* Terminology error edited.
* Minutes from February 3, 2020 approved by voting members of the UPC

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

* Continued discussion on WSA during meeting

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

* Core Curriculum Review
	+ Curriculum Review Committee met for the first time last week
		- Decision to connect with MEC to learn what community leaders want most from students
			* Will have 25 min during the next MEC meeting
	+ Next Curriculum Review Meeting 3/11
* Teaching Quality
	+ Improvements on onboarding
		- M. Bergman forward latest onboarding documents to M. Eberly from K. Kledzik
	+ Peer review policy is with FC for review.
* WSA (see below)

**Cross-listing TACCT 509/TBUS 350 –M. Eberly**

* Topic on hold

**WSA – M. Eberly**

* Topic needs to be brought up to faculty
	+ Start with asking how to get students the “needed” then transition to WSA
	+ Invite Evy and Kent to discussion during UPC
		- If composition/writing faculty can get on board, the rest may agree
* What can be used to determine student success in MSB in lieu of WSA?
	+ Suggestion to have “MSB writing tutors”
	+ Getting rid of the WSA
		- Could a composition course be an alternative requirement?
			* A required GPA in composition courses?
	+ Computer formatted assessments
		- Require MSB to hire exam graders due to Seattle’s lack of resources.
* Conversation to be continued
	+ Goal; collect information and data to get faculty decision.

**DA Continuation Study – A. Steffens**

* Document available in UPC OneDrive Agendas 2019-2020
* Document changes
	+ Edited verbiage to be more vague.
	+ Issue came up where student was not maintaining requirements to stay in program.
* UPC vote to be conducted via catalyst survey

**Anonymous Feedback – M. Eberly & K. Barker**

* Suggestion to create an MSB student submitted feedback form.
	+ Help department collect more overall info on student setting and experience within MSB
* Will feedbacks bring enough positive vs. negative information?
	+ For a ‘to have on hand’ basis, not to heavily rely on
* How to administer it?
	+ Online? Traditional box? Survey? Drupal form?
	+ Link a survey to the MSB main website

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

* Topic postponed to a future meeting.

Meeting Adjourned: 1:25pm