

## UNDERGRADUATE CURRICULUM COMMITTEE MINUTES

Date: April 27, 2016

**Present:** Carl Castles Joseph Bryan  
Brian Gurney Ying Wang  
Sharon Hobbs Heather Thompson  
Jessica Baker (Registrar representative)

**Absent:** Russ Lord  
Ken Miller\* Jennifer Scroggins\*  
Joy Barber\*

\*excused

**Guests:** Francisco Saldivar Clifford Coppersmith



Brian Gurney, Chair, called the meeting to order at 4:00 p.m. in the Chancellor's Conference Room.

The April 20 meeting minutes were accepted as presented.

## I. ITEMS – FIRST READING

**Item 71** BGEN 110 Applied Business Leadership. New course.

## Item 71.a BGEN 220 Business Ethics and Social Responsibility. New course

**Item 71.b** BGEN 280 Business Planning. New course.

**Item 71.c** BMGT 210 Small Business Entrepreneurship. New course.

**Item 71.d** BMGT 222 Principles of Project Management. New course. (course only offered online)

### Item 71.e BMGT 230 Business Logistics. New course.

Item 71.f BMGT 237 Human Relations in Business. New course.

Item 71.g BMGT 245 Customer Service Management. New course.

**Item 71.h** BMKT 112 Applied Sales. New course.

**Item 71.i** AAS in Administrative Assistant. Modification to an existing program, including degree title change to General Business.

- Motion by Ying Wang, seconded by Carl Castles to **approve Items 71 through 71.i on first reading.**

Francisco Saldivar, Chair of Business, Construction and Energy Technology, stated that this project started way before he became chair of the department. There is great desire in the community for an AAS degree in business. The AAS in Administrative Assistant had been placed on moratorium, so they decided that revising that program would be easier than creating a whole new degree program, and this has been done by other two-year colleges in Montana. The department has increased one business faculty line to full-time, where it was

0.6 FTE before, and that will enable faculty to teach all the courses needed in this program. The TASK courses are coming out and being replaced with BGEN, BMKT, and BMGT courses. There will be no increase in the departmental budget to add this program; the one optional course would be taught by a part-time faculty member and only if enrollment in the course is high enough.

Mr. Saldivar noted that this program is intended for students who want a terminal degree. It will not articulate with the AS in Business Administration. Any student who might be interested in going on and earning a bachelor's will be advised into the AS program. The plan of study will be fairly strict, since courses will only be offered on a yearly rotation, not every semester.

It was noted that the BOR must approve a title change for a degree, and that won't happen in time for Fall semester. Mr. Saldivar noted that there was some delay with this program while the College of Business reviewed it. However, in anticipation of this going through, he already prepared the paperwork to pull the program from moratorium, which will go for BOR approval in May. The title change will come later. The earliest this program would be offered is Spring 2017.

Mr. Saldivar cited that this program will be offered entirely online, but they will test some face-to-face courses for interest.

- Motion carried.

- Motion by Carl Castles, seconded by Joseph Bryan to **waive second reading of Items 71 through 71.i.**

- Motion carried.

The Committee agreed Items 71 through 71.i will go to the Senate as action items.

The meeting adjourned at 4:15 p.m.

rjrm