Committee Members
Present:
  June Abbas, Norman Faculty (chair)
  Ellen Rubenstein, Norman Faculty
  Stacy Zemke, Norman Faculty, BAIS Coordinator
  Tommy Snead, Norman Faculty

Meeting called to order at 10:00 a.m. by Chair, Dr. Abbas

Approval of Minutes
  Minutes from the March meeting were approved unanimously.

Approval of Agenda
  Agenda was approved unanimously.

Update and further discussion on employer survey and alumni survey
  Discussion: 58 alumni surveys were mailed out; 15 or so e-mails were sent out. 8 responses were received. Ms. Zemke suggested trying again this summer on LinkedIn to get more responses. Some feedback received from the alumni survey was that people want more technical knowledge, including a class on Excel. The committee wondered whether Excel could be fit into LIS 4063, though there is already so much content in that course, rather than having a whole class on Excel. Dr. Abbas suggested that reviewing the results of the alumni survey should be a charge item for next year’s committee. Ms. Zemke suggested looking at the curriculum of other schools and business classes to determine what to do about technical skills like Excel. She noted that the survey should have asked respondents how they found out about the survey. Dr. Snead suggested accumulating survey responses over time to see what comments carry over. Ms. Zemke suggested using smaller surveys to elucidate further on topics that come up. Dr. Abbas suggesting adding a question to the survey about whether respondents were available for follow up. Dr. Snead suggested that these topics could be used as discussion topics on LinkedIn. LinkedIn can also be a good way to find employers and to build community.

  Action: Set up LinkedIn group this summer and try to survey one more time. Add a line that says if they took the survey in the spring they don’t need to do it again.

  Action: charge item for fall to look at results of alumni survey and determine how to proceed and to figure out how to conduct the employer survey.
Review of Draft Final Report

- First four charges grouped together:
  - **Discussion:** Math needs to be discussed in the full faculty meeting.

- Charge item 5:
  - **Action:** Change from “low priority” item to “ongoing”

- Charge item 6:
  - **Action:** Add specifics about how many surveys were sent out, how many responses were received, and the survey data gathered.
  - **Action:** Add something about setting up LinkedIn group and future committee charges (see above)

- Charge item 7:
  - **Discussion:** Committee approves report

- Charge item 8:
  - **Discussion:** Committee approves report

- Charge item 9:
  - **Discussion:** Courses added to the major could also be options for the minor. Students will be able to officially enroll in the minor in June.
  - **Action:** Add that the minor check sheet will be updated to reflect changes made to the major
  - **Action:** Add that the minor is flexible as the major is flexible

- Charge item 10:
  - **Discussion:** Committee approves report

- Charge item 11:
  - **Discussion:** Committee approves report

- Charge item 12:
  - **Discussion:** Ms. Zemke suggested looking at the HR program’s options. Dr. Snead stated that graduate courses do not count for post-bacc., people have to sign up again every semester to do it, and there is no financial aid available. The committee would have to talk to people around the university to see what has to be done to offer certificates.
  - **Action:** leave report as is for committee to look at next year

- Additional items accomplished
  - **Action:** add something about flexible check sheet option and course proposals

- Ideas for suggested charge items
  - **Action:** add as charge item- develop official policies and procedures for maintaining course options (dependent on flexible check sheet)
  - **Action:** add as charge item- look at Org Comm area again and rethink what is meant by this area