Draft Meeting Minutes, September 18, 2008

Present: Stacy Zemke (Chair), Susan Burke, June Abbas, Kyle McLaughlin, Lori Chatman

Next meeting 1:30-2:30: Oct. 9

1. Agenda discussed and approved

2. Student representation on committee: Three students have expressed interest in serving on the committee, Kyle McLaughlin, Lori Chatman, and Summer Golden. Today’s meeting time conflicted with Summer’s class, so the next meeting will be at a different time slot so she can attend.

3. Discussion of general committee charge. Committee A submitted a charge to the committee for approval. The committee accepted the charge with the following amendments:
   a. Review and update the Undergraduate Student Manual
   b. Committee A wrote a charge for the committee to work with the Curriculum Committee to consider courses for slashlisting between undergraduate and graduate levels. We would like to make this two points:
      i. Examine graduate courses for the potential to be slash listed as classes for the undergraduate program
      ii. Explore the potential for creating a BAIS degree requirement section for information technology classes, both those classes that are currently approved for the undergraduate curriculum and those that may become approved for slash listing

4. Reviewed student’s petition to substitute 4 classes. Committee voted to grant 3 of the 4 petitions

5. Reviewed the BAIS survey results from Spring 2008. Before the next meeting all committee members will review the survey questions and format and be prepared for suggestions and discussion

6. Enrollment figures: Fa07 had 30 BAIS majors; Sp08 had 29; Fa 08 has 27. Number of BAIS graduates: School year 2004-05 12; 2005-06 8; 2006-07 13. Information is not yet available for 2007-08.

7. Reviewed CDRP report and agreed it contained good historical information about the creation of the BAIS program
8. Shared information about funding opportunities for undergraduate student research

9. Discussed a historical overview of the BAIS committee activities over the previous two school years. Stacy described her position and how it is involved in recruitment

10. By Monday October 6:

   a. Stacy will email the committee a list of potential courses for slash-listing
   b. Stacy will email a copy of the Undergraduate Student Manual to the committee members for discussion at the November meeting
   c. Susan will email a draft of the BAIS degree program with an added area for technology classes, based on discussions in last year’s BAIS committee meetings
   d. All committee members will review the spring survey that was handed out in the September meeting