**Undergraduate Program Committee Meeting Minutes**

October 9, 2018, 12:30pm – 1:30pm, TPS 110

Present: Aaron Hastings, Eugene Sivadas, Aubree Steffens, Annemarie Martin, Greg Noronha, Marion Eberly, Margo Bergman, Kerry Barker, Heidi Norbjerg, Melody James, Stephen Norman

1. Approval of Minutes

* Minutes from the May 2, 2018 UPC meeting have not yet been shared for review
  + Action Item-obtain draft of minutes from May 2, 2018
* Minutes from June 4, 2018 approved by all voting members of the UPC

2. Scheduling UPC meetings for autumn quarter 2018

* Tuesday, November 6 12:30-1:20, location TBA
* Tuesday, December 4 12:30-1:20, location TBA

3. Follow up of action items

* Stephen will compile results from the group work survey for the next UPC meeting

4. New Admission index

* Aubree summarized rationale and methodology for coming up with a new admission index score (details available in the UPC one drive agendas 2018-2019 folder)
* Aubree summarized the proposed faculty review criteria for winter quarter 2019 utilizing the new admission index score (details available in the UPC one drive agendas 2018-2019 folder)
* Voting faculty of the UPC voted to advise the Milgard School faculty to approve the proposed faculty review criteria
  + Action Item: Stephen or Aaron was going to contact Sergio to get this on the agenda for faculty meeting on October 15

5. T FIN 490

* Greg Noronha presented course proposal for TFIN 490 Special Topics
  + Finance is only unit that does not already have a 490 in place
  + Offers flexibility to offer electives in a new topic and test them out to see if there is student interest
  + UPC voting faculty approved TFIN 490

6. China Study Abroad course

* Margo shared details about the proposal for the 10 credit study abroad she and Gim Seow are proposing to China late August-early September
* Documents are available in UPC one drive agendas 2018-2019 folder
* Currently proposing 5 credits of TFIN 440 International Finance and 5 credits of TACCT/TFIN 431
  + Concerns were raised about TACCT/TFIN 431
    - There will be 2 sections of TFIN 431 in spring 2019, so demand for that course is autumn ’19 would be low
    - Possible the SLOs were not aligned with the SLOs stated in the course proposals
    - Recommend that the TACCT/TFIN 431 portion be re-worked to be TBUS 490 (or TFIN 490 is course is approved in time for autumn 2019)
* Voting faculty of the UPC approved the idea of 10 credit study abroad in China (5 cr TFIN 440 and 5 Cr of Special Topics)

7. Netherlands study abroad course

* Reviewed the proposal from Evy Shankus and Joe Lawless for course studying CR principles in place in 2 ports in the Netherlands and comparing/contrasting with Port of Tacoma
* Documents available in the UPC one drive agendas 2018-2019 folder
* Voting faculty of the UPC approve this course may be offered as study abroad
* This course needs to be reviewed by Management faculty to see if it may count towards Management elective option

Action Items related to Study Abroad Courses:

* Add a step that course needs to go to the unit for syllabus review as a part of the proposal process
* Create some system where faculty who are interested in leading a study abroad course could learn which staff are interested and available to be the staff liaison (participating in pre-course logistics and available on-site)