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## Graduate Curricula and Assessment Committee Meeting : 2011 : 01 : 14

University of South Florida St. Petersburg. College of Business. Graduate Curricula and Assessment  
Committee.

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**USFSP COLLEGE OF BUSINESS  
GRADUATE CURRICULA AND ASSESSMENT COMMITTEE  
GCAC**

**Minutes of Meeting: January 14, 2011, C.E.**

Attending:

James Fellows, Chair  
Gary Patterson  
Karin Braunsberger  
Richard Moss  
Cynthia Bean  
Associate Dean Alison Watkins, *ex officio*  
Dean Maling Ebrahimpour, by invitation

The meeting was called to order by the chair at 9:30am. The minutes from the previous meeting had been approved earlier by email vote. At the beginning of the meeting the chair noted that the ETS Major Field Test administered in Fall 2010 to the MBA students in the 21<sup>st</sup> Century Strategy course resulted in splendid results. The students scored in the 85<sup>th</sup> percentile when compared to 130 other institutional groups who took the exam.

The Dean was invited to the meeting to speak about our charge for the current semester. In addition to ensuring assessment of learning, he mentioned that we needed to formalize procedures for education abroad courses (EAC). He also stated that he wanted to appoint a COB director of education abroad, and asked that the GCAC submit some recommended names to him.

The next order of business was a discussion, and development, of the standards that are expected for courses to be offered as EAC. An initial proposal was developed, and after robust discussion at the meeting, and subsequent comments via email, a proposal was approved by the GCAC. This final document is attached to the end of this document.

The chair also mentioned that the GCAC must continue its ongoing program review, which will be the principal discussion at the next meeting. The date of the next meeting will be determined later.

The meeting adjourned at 10:45am in joviality and the spirit of fair play.

**Requirements for Approval of Graduate Education Abroad Courses  
College of Business: USFSP**

**The following criteria are minimum criteria that faculty must meet before the college will approve an Education Abroad Course for graduate credit within the MBA program.**

1) **CSR Component.** There must be a CSR component to the course. One or more learning objectives for the course must be related to CSR (which can include ethics and corporate governance). The CSR component must include not just academic components (course lectures, reports) but also involve interaction with the foreign contacts.

2) **Academic Component.** There must be 45 contact hours (50 minutes is a contact hour) of academic contact. This includes lectures, exams, seminars, classroom activity, guest lectures, student presentations, instructor briefings after field trips, etc. A field trip in and by itself does not count as academic contact. Only briefings or seminars given before, during, or after the field trip will count as academic content.

3) **Term Paper or Term Project.** There must be a term paper or term project submitted by each student, or a group or team project which requires each student to contribute a significant component.

4) **Experiential Report.** There must be an experience paper written by each student, describing his or her experience about the program. These are to be made available to the College of Business Office of Graduate Studies as well as the College of Business Education Abroad Director.

5) **Syllabus Review.** All proposals for education abroad courses require that a complete syllabus be submitted to the College of Business Graduate Curricula and Assessment Committee (GCAC) for approval.