

Graduate Council Meeting Minutes

Thursday, February 3 2022 Remotely with Google Meet 3:30pm -5:00pm

Present: Renee Scapparone, Becky Copper-Glenz, Brady Chen, Amy McGlothlin, Petri Flint, Laura Baker, Deborah Stone, Lynn D'Agostino, Barbara Cormier ,Nancy Murray, Viera Lorencova, Soumitra Basu and Jennifer Murray.

Absent: Michael Hoberman

Guests: Denise Bertrand, Denise Simion and Beverley Hollingsworth

Review of the Minutes from the December 2, 2021 Meeting

Motion to Approve: Viera Lorencova

Second: Deborah Stone

Vote: Unanimous Approval

Discussion – Presented by Barbara Cormier. The request is to allow department and program chairs to make simple course updates such as course title changes, minor changes to course descriptions, course equivalencies, removing course pre-reqs or co-reqs or any departmental imposed restriction that would prevent a student from registering for a course (it has to be something that is not related to other departments or offices) or if there are existing elective courses that you would like to inactivate without having to go through Graduate Council. This request was approved at the last AUC meeting for Undergraduate Programs. This will help to reduce the workload in the departments and allow the changes to be implemented throughout the year rather than once a year as is currently the process. An online request form has been created and implemented and is available on the Registrar's website for submission as the process as already been approved at AUC. If approved today, the process will be made available for graduate programs as well. A report will be presented at each Graduate Council meeting listing all of the program changes that have been submitted through this process and Graduate Council members will have an opportunity to review and ask questions. This will be a standing item on the Graduate Council agenda.

Question – Pre-reqs, course descriptions and title changes include almost all of the content needed to align a course with program objectives and outcomes. If you remove those items from review and instructor can changed the character of the course and alter the necessary alignment to course and program outcomes.

Response – All requests submitted still need to be approved by the department chair and dean. Also, all changes will be reviewed by Graduate Council to ask questions and review the changes. Also, pre-reqs are already be waived individually for various courses and is a very manual process.

Comment - Example that this process could allow for increased confusion. There was an example of a course that was created but is not aligned to any outcomes from a graduate course as it was not properly reviewed.

Comment – There was a situation where a one credit course was a pre-req for all students but curriculum was updated years ago and now the course no longer exists. This pre-req had to be manually waived for each student. This proposed process would allow the department and easy process for addressing the issue. There was another example provided of a pre-req challenge that the department had to address through a more formal process but caused additional work for the department and the Registrar.

Question – Is there a mechanism for keeping track of the changes so we can have oversight over the changes?

Comment – Any changes that come through this process will come through Graduate Council each month so questions can be asked and the group can reject changes and request that they go through Graduate Council. Right now there is no official record of the individual requests that come through for waiving pre-reqs but this process will help us keep track, record and question all requests as needed.

Question – How does this impact the catalog process?

Response – Any changes that come through this process will appear in the catalog for the next catalog cycle.

Motion to Approve: Petri Flint
Second: Nancy Murray
Vote: Unanimous Approval

Proposals

GCE 21-22-15 New Course - Managing Business Analytics - Business

Motion to Review: Petri Flint
Second: Amy McGlothlin

Discussion: Presented By Denise Simion. This course offers students an overview of employing analytics and business and provides a roadmap for defining and running business analytics projects. It is not expected that students will have previous data science or analytics knowledge. There are no pre-reqs. Topics covered include aligning business strategy and company culture using business analytics defining the data analytics project and reviewing data collection management processes, analytics implementation and managing data analytics initiatives and ethics related to business analytics. There are 7 course objectives outlined in the syllabus.
Question – Is this course targeted towards management?

Response – Yes, this is not a course from a data scientist or developer standpoint. It is about understanding what data analytics means and how you manage related data analytics project and initiatives in business. Students are not building algorithms but will discuss who you work with.

Question – Is this for senior or junior level management?

Response – It could be for either level as it provide a broader understanding and exposure to different types of business analytic related processes at a business.

Question – Can you provide a clarification on why the estimated contact hours are different on the last two documents submitted.

Response – This was a process that was in place at the department level. That the contact hours needed to be set at 40. There is another area that lists 60. The department will review and update to make sure it is consistent on all internal documents.

Question – When will this course be offered?

Response – The course will begin in Fall A 2022.

Motion to Approve: Petri Flint

Second: Deborah Stone

Vote: Unanimous Approval

GCE 21-22-16 New Course - Business Analytics, Quality, Ethics and Law - Business

Motion to Review: Becky Copper Glenz

Second: Petri Flint

Discussion: Presented by Denise Simion. This course centers on the significance of qualitative analysis, ethics and law in business analytics. Topics include social networking, the ethics of social media research and qualitative research methodology for online communities. The class also engages topics such as usage and misuses of artificial intelligence, how personal data is recorded, analyzed used and sold, the ethics of big data analytics, networks of controlling, profiling, discrimination, structural violence, human rights and international affairs, cyber attacks, terrorism, domestic and international politics, economy, forced consent and other relevant topics. There are 7 course objectives outlined in the syllabus. There are no prerequisites for this course. This course provides a basic understanding of ethics in business analytics.

Question – This says the course will be required. Will this be required for all students or just those in this concentration?

Response – This will be required only for students enrolled in the business analytics concentration or certificate program. We will make sure this updated correctly in the proposal on page 2. This can be an elective option for students in other concentrations. This should be a friendly amendment for all proposals submitted today for the concentrations.

Question – Page 1. IRS and IS acronyms are not explained on the syllabus.

Response – The acronyms relate to the Business Schools IACBE accreditation. When an objective is integrated it is an I when it is reinforced it is an R and S stands for synthesized (IRS).

Questions – Since you are looking at ethics is CITI training being considered for ethics in the research of human subjects? Also, the first and 2nd syllabus do not include assignments.

Response – No, CITI training is not included as this course is not about conducting academic research. This course is to reinforce that there are ethical considerations that should be considered in business research. This course introduces students to another level of understanding. There will be no research involving human subjects conducted in this course. This course reviews the growing discussions related to the regulation of business analytics.

Also, it was confirmed that the assignments are now required to be added to the syllabus reviewed by the Graduate Council.

Motion to Approve: Amy McGlothlin

Second: Becky Copper Glenz

Vote: Unanimous Approval

GCE 21-22-17 New Course - Applied Data Analytics for Business Decision Making - Business

Motion to Review: Nancy Murray

Second: Deborah Stone

Discussion: Presented by Denise Simion. To develop practical skills in Tableau, one of the most widely used data visualization tools on the market. This course is designed to provide students with an introduction to data literacy and quantitative skills using Tableau. The course covers data fundamentals, statistical thinking and communicating with data by creating and interpreting data visualizations to make business decisions. This course provides a mixture of lectures, tutorial reviews, group discussions, individual assignments using business cases and has an end of course exam. It is not expected that students will have previous experience with Tableau, data science or business analytics techniques so no perquisites are required. There are 7 course objectives outlined in the syllabus.

Question – The pros and cons and potential pitfalls of using the results of a program like Tableau, is that integrated into the course? Will the students understand the limitations of the software.

Response – Yes, that will be incorporated. The course developer went to the company that makes Tableau to gather information about the course.

Comment – Can we make sure the friendly amendments show that these courses can count as an elective for other MBA students and count as a requirement for students in the concentration.

Response – Yes, Becky and Barbara will make sure this is set-up correctly.

Motion to Approve: Deborah Stone
Second: Amy McGlothlin
Vote: Unanimous Approval

GCE 21-22-18 New Program - Certificate Business Analytics Management - Business

Motion to Review: Becky Copper Glenz
Second: Deborah Stone

Discussion: Presented by Renee Scapparone. This proposal is to approve a graduate certificate in Business Analytics Management program made up of the the 3 courses just approved. This gives interested students the opportunity to earn a certificate without having to complete the MBA. These certificates are also available to alumni who want to come back to learn more about a specific area of interest.

Motion to Approve: Viera Lorencova
Second: Deborah Stone
Vote: Unanimous Approval

GCE 21-22-19 New Program - MBA Concentration in Business Analytics Management - Business

Motion to Review: Becky Copper Glenz
Second: Deborah Stone

Discussion: Presented by Renee Scapparone. This proposal is for a Business Analytics Management concentration within the MBA program. Students would complete their other core courses and then these 3 concentration courses to earn a concentration in Business Analytics. This is structured like all of our other existing MBA concentrations.

Motion to Approve: Deborah Stone
Second: Viera Lorencova
Vote: Unanimous Approval

GCE 21-22-20 New Course - Investment Management - Business

Motion to Review: Viera Lorencova
Second: Deborah Stone

Discussion: Presented by Beverley Hollingsworth. It is designed to help a student understand more about financial markets, the security of financial markets and the bargains that can be found. The emphasis is of this course is on asset allocation and will begin with the theory of investment management. The course will review investment analysis, the practical applications of investment theory and will convey practical value insights.

Comment – The same friendly amendment will be made, to clarify that this is a requirement for the concentration and an elective course for other students.

Motion to Approve: Viera Lorencova
Second: Deborah Stone
Vote: Unanimous Approval
(Amy McGlothlin left the meeting)

GCE 21-22-21 New Course - Entrepreneurial Finance - Business

Motion to Review: Viera Lorencova
Second: Deborah Stone

Discussion: Presented by Beverley Hollingsworth. The course places emphasis on small businesses. The focus is on issues that impact small businesses through their life cycle from development through maturity and financial harvesting. The course introduces students to these core challenges impacting small businesses, venture capital markets, private equity and financing. The course reviews small business survival skills including how to assess financial performance, financial planning and also identifying external financial needs. Students will create a cash planning model to determine if the opportunity can survive on short-term and long-term business cycles.

It was confirmed that the core MBA program has a Corporate Finance course that all students have to take, this course offers a special focus on small businesses and start-ups. It was also confirmed that this course does not have any prerequisites.

Comment – The same friendly amendment will be made, to clarify that this is a requirement for the concentration and an elective course for other students.

Motion to Approve: Viera Lorencova
Second: Deborah Stone
Vote: Unanimous Approval

GCE 21-22-22 New Course - International Financial Management - Business

Motion to Review: Renee Scapparone
Second: (None)

Discussion: Presented by Beverley Hollingsworth. If we think about the financial crash of 2008 and you think about the relationship to global financial institutions. This course will help students understand the global context of financial management. Students will gain skills in international investment and financing techniques and in exchange risk management to include accounting and taxation aspects. Students will learn about the foreign exchange market, foreign exchange rates, transfer pricing and taxing jurisdictions, riskiness of currencies and how

a firm protects its exposure to risks in the foreign exchange market. Students will look institutions including banks, markets and institutions like the Eurobond.

Motion to Approve: Viera Lorencova

Second: Laura Baker

Vote: Unanimous Approval

GCE 21-22-23 New Program - Certificate in Finance - Business

Motion to Review: Viera Lorencova

Second: Becky Copper Glenz

Discussion: Presented by Renee Scapparone. This is a proposal to add a graduate certificate in the MBA program using the 3 finance courses just approved. This is the same rationale discussed for the first certificate program. This gives interested students the opportunity to earn a certificate without having to complete the MBA. These certificates are also available to alumni who want to come back to learn more about a specific area of interest. It may be a good option for the accounting students to add this as a concentration or come back for the certificate.

Motion to Approve: Viera Lorencova

Second: Becky Copper Glenz

Vote: Unanimous Approval

GCE-21-22-24 New Program - MBA Concentration in Finance - Business

Motion to Review: Deborah Stone

Second: Lynn D'Agostino

Discussion: Presented by Renee Scapparone. This proposal is for a Finance concentration within the MBA program. Students would complete their other core courses and then these 3 concentration courses to earn a concentration in Finance. This is structured like all of our other existing MBA concentrations.

Question – Is there any accreditation involved with this concentration? Will the business school seek a special accreditation?

Response – No, there are no plans to seek special accreditation for the Finance concentration, but we do notify the IACBE accreditors for the Business program about the added concentrations.

Motion to Approve: Viera Lorencova

Second: Laura Baker

Vote: Unanimous Approval

New Business – Next meeting date March 3rd if we have agenda items. No other new business.

Motion to Adjourn: Deborah Stone

Second: Everyone