Associate Dean Dr. Latha Ramchand welcomed everyone. She introduced the new staff that had joined the Bauer College in the fall (2009) semester. They are:

Julia Holz, Academic Advisor II in the Accountancy & Taxation (CAP) program; Kamika Hind, Special Events Operations Coordinator, External Relations & Development; Kimberly Fernandez, Administrative Assistant in External Relations & Development; Asha Thomas, Academic Advisor II, Mailin Bolivar Ferreira, Academic Advisor I, and Nancy Rangel, Academic Advisor II, in Undergraduate Business Programs; Marcela Pinto, Leadership Program Manager and Mitchell Kam, Marketing Manager, for Rockwell Career Center (RCC); David Cook, Director of Mentoring Programs, and Ronald Wuensch, Associate Director, of Wolff Center for Entrepreneurship; Joel Pearson, Academic Advisor II, Kellie Burns, Academic Advisor I, Tiffany Richard Woods, Academic Advisor I, in Accountancy & Taxation; Albert Chan, Web Developer II, and Bernard Garner, Videographer/Editor, in Communication; Justin Sneed, Scholarship & Special Program Coordinator, and Lisa Kuhfeldt, HR Payroll Coordinator I, and Zach Schmitt, Assessment Coordinator/Analyst, in the Dean’s Office; Bradley (Brad) Baxter, Systems Analyst II, Jason Oestreicher, User Support, Michael Rodriguez, Microsystems Analyst II, Robin (Rob) Wells, User Support, and Daniel Nguyen, Systems Analyst III, Bauer Division of Technology; Estela Cisneros, Office Assistant II, Lisa Jammer, MBA Career Development Specialist, Rita Braggs, Career Counselor II, and Tommy Doss, MBA Career Development Specialist, for Rockwell Career Center (RCC); Susana Rosas, Director of Partner Relations, in Sales Excellence Institute (SEI); Andres Garcia, Program Manager, David McArthur, Program Director, and Olivia McGaugh, Program Coordinator, for the Wolff Center for Entrepreneurship; Linda Monita, Office Assistant II, in the Marketing Department; Lauren Aalund, Office Assistant II, in the Management Department; John Pascoe, Office Assistant II, for Graduate Professional Programs (GPP); and Shanti Mukerji, Instructional Designer II, for Instructional Design /Division of Technology.

Professor Ed Blair introduced two marketing faculty (Vanessa Patrick and Rex Du) that were unable to attend the faculty meeting in September.

Committee Reports: Several proposals were introduced for approval by the faculty. The faculty was given clickers to cast their votes electronically.
Professor Ed Blair presented the recommendations from the Undergraduate Curriculum Committee. (See Attachments 1 and 2 at the end of this document). The first proposal was to add a prerequisite course to GENB 4350. The second proposal was to change the undergraduate admission requirements for transfer students coming to Bauer. Both proposals were approved.

Professor Janet Meade presented the proposals from the Masters Curriculum Committee (See attachments 3 and 4 at the end of this document). The proposal to modify the content of GENB 6350, Legal and Ethical Issues in Business, to focus on improving student communication, critical thinking, and ethical reasoning skills was approved. Students interested in learning about business law can elect GENB 7305, Commercial Law. The second proposal was to renumber and make permanent some courses offered by the department of finance. The proposal was approved.

The Master’s Curriculum Committee also brought forth the Bauer Honor Code for approval. The Bauer Honor Code was created by MBA students as part of an effort to increase ethics awareness in the student body. The students suggested that faculty adopt the code. This would mean that MBA students would have to sign the code before any assessment/quiz.

The proposal generated some discussion relating to the implementation of the honor code. Issues raised were:

- Implementation in classes with MBA and MPA or MSF students – will all students sign off?
- Electronic compliance
- What if students do not sign and accept the code?

Professor Ed Blair proposed a motion to table the proposal after the implementation issues were addressed. Professor Carl Scott seconded the proposal to table the motion. The motion to table was approved by the faculty. The curriculum committee would convey the faculty concerns via the Graduate Programs Office to the MBA students.

Faculty Senate: Kaye Newberry was nominated to serve on the Faculty Senate. Latha asked for nominations from the floor. Receiving none, the proposal to vote Kaye Newberry was voted on and approved.

Latha discussed the implementation of electronic teaching evaluations. While response rates are expected to be lower, it is hoped that electronic evaluations will
reduce errors in reporting and also provide more information on teaching variation across faculty. Latha pointed out that the University is considering mandating electronic evaluations. She encouraged faculty to offer suggestions to improve the response rate and pointed out that the results from the spring 2010 evaluations will be reevaluated to determine continuation. Latha pointed out that the ad hoc committee on teaching evaluations had also examined the content of the evaluations and decided not to change the questions but to reorder them instead.

Strategic Plan: Latha provided an update of the Strategic plan 2010-2015 that would be made available to the AACSB site visit team in September 2010. She outlined the time line for completion of the plan.

Phase I: In Summer 2009 a steering committee comprising two faculty from each academic department in the college, met over eight weeks. The meetings were chaired by Professor Balachandran, Professor Emeritus at the Kellogg Graduate School of Management who was hired last year by the Bauer College as Strategic Advisor to the Dean. The committee drafted nine initiatives that would form the basis for the Strategic Plan 2010-15.

Phase II: In the fall semester (Fall 2009) the different units in the college provided a progress report of the initiatives that were outlined in the last plan (Strategic Plan 2005). The progress report and the new initiatives for 2010-15 will be circulated through the college to faculty and other units via representatives from each department/unit. The representatives will be: Professor Mike Ahearne (Department of Marketing), Professor Steve Werner (Department of Management), Professor Tom George (Department of Finance), Professor James Pratt (Department of Accounting), Professor Basheer Khumawala (Department of Information Sciences), Associate Dean for Undergraduate Programs, Frank Kelley, Assistant Dean for Graduate Programs Dan Currie, Assistant Dean for Career Services, Jamie Belinne, Associate Dean for External Relations, Bob Casey, Executive Director, Communications, Chester Jacinto, Director of the Bauer Division of Technology, Trent Ramsey, Rubina Haroun, Mary Gould (Staff representatives) as well as student organizations and the Dean's Advisory Board.

Latha provided a brief summary of the report card and urged all present to read the document which would be available through the representatives. The increase in head count and SCH, the focus on research and faculty hiring as well as student learning and the achievement of all the goals outlined in the previous plan are all things that Bauer faculty and staff can be proud of.
Phase III: Latha expects to hear back from the representatives by February 2010. They will add metrics to each goal outlined by the steering committee and also suggest changes to any of the goals. The steering commitee will meet again in the spring semester to draft the final version of the plan.

Mary Gould provided an update of the staff committees and thanked everyone for their involvement in several staff initiatives.

Latha reminded the faculty that commencement was scheduled for Friday, December 18, 2009 at 3 p.m. in the Hofheinz Pavilion. This is a joint ceremony with the College of Engineering.

External Relations: Bob Casey, Associate Dean, acknowledged and commended his staff for their fund raising efforts so far this year. The University expects Bauer to raise $7,000,000.00 in funds to use toward scholarships and other educational and building needs. Three months into the fiscal year, Bob and his team have met 28% of this goal, placing them ahead of schedule.

Dean Warga spoke of the challenging financial times that we are in and requested everyone to focus on our priorities. We have received $1.4 million from the McDonald estate and now own the currency collection in the Dean’s suite.

We are progressing with construction of Cemo Hall and Building III. Cemo Hall will be completed during Spring 2010. Rockwell Career Services plans to move in over the winter holiday break if we have approval from the building inspector. Construction for Bauer III will begin in February or March 2010.

Professor Michael Parks provided more detail on Bauer III:

1st Floor: Eight 80 person classrooms

2nd Floor: Intensive Writing Lab and a Testing Center

3rd Floor: Executive MBA suite

4th Floor: Wolffe Center, rooms for student organizations, a large reading room for students.

Dean Warga thanked Dr. Parks for his contribution to the building planning.

Dean Warga thanked Associate Dean Ramchand for her efforts that have contributed to the substantial growth in our MBA program.
Dean Warga also mentioned that a faculty priority will be innovation and the introduction of interesting and relevant graduate electives that will garner high demand. We are launching a Global Energy Executive MBA program in India, similar to the one we currently have in China.

The meeting was adjourned at 11:35 a.m.
MEMORANDUM

TO: C.T. Bauer College of Business Faculty
FROM: Undergraduate Curriculum Committee (Ed Blair, Joaquin Diaz-Saiz, George Gamble, Kris Jacobs, and Teri Elkins Longacre)
DATE: November 30, 2009
RE: Recommendations for the December 2009 Faculty Meeting

(1) The Undergraduate Curriculum Committee recommends that the faculty approve the following changes to the prerequisites and catalog description for GENB 4350:

Current:

GENB 4350: Business Law and Ethics. Cr. 3 (3-0). Prerequisites: Junior standing, declared business major. Commercial laws surrounding business transactions and the ethical aspect of organizational decision-making within these contexts. Includes contracts, business organizations, security regulations, property transactions, and negotiable instruments.

Proposed:

GENB 4350: Business Law and Ethics. Cr. 3 (3-0). Prerequisites: GENB 2301 and declared business major, or approval by program director, and a 2.0 or higher grade point average. Commercial laws surrounding business transactions and the ethical aspect of organizational decision-making within these contexts. Typical subjects include contracts, business organizations, securities regulations, and property transactions. Writing intensive.

Rationale:

All Bauer students take a business writing evaluation (BWE) through GENB 2301. Students who do not clear the BWE are required to successfully complete a business writing tutorial (BWT) through the UH Writing Center the semester after taking the BWE. Students should be required to complete GENB 2301 before enrolling in GENB 4350 and be a declared business major (which requires completion of freshman/sophomore degree requirements) since GENB 4350 is a junior/senior level writing-in-the-discipline course. The program director for GENB 4350 has discretion to allow students from other programs on campus, such as Construction Technology, to register for the course as long as degree-seeking business majors are accommodated. Additionally, the proposed changes to the catalog description for GENB 4350 more accurately describe the subjects covered and provide students advance notice that the course is writing intensive.
The Bauer College faculty approved changes to the transfer undergraduate admission requirements to become a pre-business major at the faculty meeting on May 6, 2009. That proposal went forward to UH Undergraduate Council this Fall 2009 as UC 10475 09F. The proposal made reference to a rolling GPA for admission to be determined and announced prior to each recruitment cycle. The Academic Policies and Procedures Committee of the Undergraduate Council recommends that the catalog specify a fixed GPA. The following modification to the original proposal sets a fixed GPA at 3.0, but still allows for flexibility on a space-available basis, which meets the intent of the original proposal.

**PROPOSAL PASSED AT THE BAUER COLLEGE FACULTY MEETING ON MAY 6, 2009**

(Language to be changed or deleted in a modified proposal is highlighted)

Admission for transfer students and UH non-business students into the UH Bauer College of Business as a pre-business major is based on a rolling admission policy with a grade point average set by the college at least one year prior to the admission deadline for the academic year. That grade point average will be based upon a recommendation to the dean by the Undergraduate Curriculum Committee after a careful review of resources, enrollment trends, and demographic impact, but set at no less than the minimum criteria outlined below but may be set higher. Rolling admissions means UH Bauer College offers admission to qualified students on an ongoing basis until the class is full or until the dean of the college determines that admission is closed. [this paragraph with a rolling GPA to be deleted]

The minimum criteria for admission to the Bauer College of Business as a pre-business major as a transfer student or UH student with 15-60 semester hours of college credit is a **2.75 or higher cumulative grade point average** [this GPA is changed to 3.0 in the modified proposal], including any attempted transfer courses, and if any courses have been attempted at the University of Houston, at least a 2.5 or higher cumulative grade point average at the University of Houston. Students with more than 60 semester hours of college credit must meet the same criteria, but the calculation is based on the last 60 hours (if the 60th hour occurs in the middle of a semester, all grades for that semester are included in the calculation).
CATALOG WORDING OF THE MODIFIED PROPOSAL

The criteria for a transfer student or UH non-business student with 15-60 semester hours of college credit to be admitted to the Bauer College of Business as a pre-business major are a) a 3.0 or higher cumulative grade point average, including any attempted transfer courses, and b) if any courses have been attempted at the University of Houston, at least a 2.5 or higher cumulative grade point average at the University of Houston. Students with more than 60 semester hours of college credit must meet the same criteria, but the calculation of cumulative grade point average is based on the last 60 hours (if the 60th hour occurs in the middle of a semester, all grades for that semester are included in the calculation).

In addition, UH non-business students with a cumulative grade point average in the range of 2.75-3.0 on courses at UH and other schools, and with a 2.5 or higher grade point average at UH, who apply to change their major to pre-business will be considered for that change of major at the end of each filing period, starting with students with the highest cumulative grade point average on courses at UH and other schools, until capacity is reached as determined by the dean of UH Bauer College.

Justification and Effective Date

UH Bauer College is in a significant growth mode at both undergraduate and graduate levels, which combined are in line with the master plan of the university to increase enrollment from 36,000 to 45,000 students over the next decade. The new admission criteria of a 3.0 grade point average allows for stable, controlled growth at the undergraduate level, with accessibility for all students focused on academic excellence. The option for additional qualified students in the 2.75-3.0 range to change their major to pre-business once they have established a minimum of a 2.5 grade point average at UH allows the college to maximize resources until capacity is reached each application cycle, and encourages students to focus on academic excellence. If approved, the effective date for this proposal would be Fall 2011.
MEMORANDUM

TO: C.T. Bauer College of Business Faculty

FROM: Masters Curriculum Committee (Bill Kretlow, Leiser Silva, Dusya Vera, Niladri Syam, Jan Meade)

DATE: December 7, 2009

RE: Recommendations for the December 2009 Faculty Meeting

1. The Masters Curriculum Committee recommends that the content of GENB 6350, Legal and Ethical Issues in Business, be modified to focus on improving student communication, critical thinking, and ethical reasoning skills. Students interested in learning about business law can elect GENB 7305, Commercial Law.

   From: GENB 6350: Legal and Ethical Issues in Business. Cr. 3. (3-0). Prerequisites: graduate standing. Analysis of legal and ethical problems in organizations. Includes study of legislation, court decisions, and regulations, and analysis of ethical issues inherent in business decisions.

   To: GENB 6350: Business Communication and Ethical Reasoning. Cr. 3. (3-0). Prerequisites: graduate standing. Study of communication and critical thinking skills useful in business, including methods for organizing ideas, analyzing data, assessing decision alternatives, presenting information, and developing an ethical framework for professional behavior.

   Unchanged: GENB 7305: Commercial Law. Cr. 3. (3-0). Prerequisites: graduate standing. Application of basic legal principles to contracts, sales, insurance, commercial paper, agency, business organizations, real property, personal property, trade regulation, secured transactions, and bankruptcy.

   Reason: This change would allow increased emphasis on enhancing students’ communication, critical thinking, and ethical reasoning skills. It would move the study of business law to an elective course, allowing for a full semester course focused on business law.

2. The Finance Department requests that the following FINA 7397 courses be given permanent numbers as indicated.

   Change FINA 7397 (Strategy for Project Finance) to FINA 7335: This course has been successfully offered for more than 3 years and is now regularly scheduled.

   Change FINA 7397 (Techniques for Project Finance) to FINA 7336: This course has been successfully offered for more than 3 years and is now regularly scheduled.

   Change FINA 7397 (Energy Value Chain) to FINA 7371: This course has been successfully offered for more than 3 years and is now regularly scheduled.
**Change FINA 7397 (Upstream Economics) to FINA 7372:** This course has been successfully offered for more than 3 years and is now regularly scheduled.

**Change FINA 7397 (Petrochemical and Refining Economics) to FINA 7373:** This course has been successfully offered for more than 3 years and is now regularly scheduled.

**Change FINA 7397 (Energy Derivatives) to FINA 7352:** This course has been successfully offered for more than 3 years and is now regularly scheduled.

**Change FINA 7397 (Private Equity and Investment Banking) to FINA 7326:** This course has been successfully offered for more than 3 years and is now regularly scheduled.

3. The Masters Curriculum Committee recommends that the attached Honor Code pledge be adopted for use by students enrolled in MBA courses. This code was developed by a group of MBA students who would like the pledge to be signed by students before they complete any assessment or assignment. Faculty teaching MBA courses are asked to include this pledge as part of every assignment, quiz, and exam. Implementation of the pledge is at the discretion of each faculty member, but it is hoped that at a minimum all MBA courses will make reference to the pledge either in syllabi, exams, or other assessments.
Attachment 4

The Honor Code document (see below)
Bauer Honor Code Commitment

I am familiar with the University of Houston Academic Honesty policy that is published in the Graduate Studies Catalog.

I am aware that violations of the code include, but are not limited to:

- Giving or receiving unauthorized aid during any exam or assignment
- Discussing the contents of the exam with students who have not taken the exam
- Unauthorized access to tests or grade books
- Plagiarism
- “Any other conduct which a reasonable person in the same or similar circumstances would recognize as dishonest or improper in an academic setting”

Furthermore, I realize that any compromise of these standards, or failure to report an infringement by another student, will result in sanctions up to and including course failure, probation, suspension, and/or expulsion for all parties.

With my signature, I affirm that: “On my honor, I commit to adherence with the University of Houston policies for academic honesty and the Bauer College of Business Honor Code.”

Honesty and Integrity: It’s how I earn my MBA.

Please sign your full name here: ______________________________________

Print your name here: ________________________________________________