**O’Malley School of Business Curriculum Committee (BCC)**

Minutes of the Meeting

Wednesday, November 3, 2021, Online

**Present:**  Mary Michel (Chair), Natalia Boliari, Enrico Forte, Hany Guirguis, Richard Ross, Amanda Sanseverino, Donald Gibson (ex-officio)

Dr. Michel called the meeting to order at 10:00 AM.

Review MBA Real Estate Capstone Course for Approval

1. The syllabus was distributed to the BCC in advance of the meeting. Dr. Michel introduced the topic of reviewing the MBA Real Estate Capstone Course for approval. Dr. Ross described the real estate capstone, which is currently offered to undergraduate students, and discussed the value of allowing graduate students to take the course. The capstone, which will be cross-listed at the undergraduate and MBA levels, permits graduate students to continue real estate studies and provides opportunities to work with real businesses and develop leadership skills.
2. Discussion Summary
	* Dr. Ross noted that the MBA and undergraduate levels of work differ in that MBA students take on leadership roles in the market, zoning, design, and finance aspects of the project, as well as by leading the project in other respects (e.g., developing the overall narrative).
	* Dr. Michel asked whether students could take the course only once (either at the undergraduate or MBA level, as opposed to at both levels). She also asked whether the syllabus language differed for the MBA course versus the undergraduate course, as this could potentially matter for AACSB purposes. It was clarified that students would only take the course once and that the second paragraph syllabus points to the key difference between the courses as it describes the MBA students’ leadership responsibilities. Dr. Michel recommended that the leadership learning goal be added to the syllabus.
	* It was relayed that students who took a real estate development course either at Manhattan College or elsewhere were eligible to take the course, and that the course is currently considered interdisciplinary because the real estate minor is not housed within its own discipline/department.
	* Dr. Boliari asked whether enrollment might be an issue, considering that the course is open only to students who have taken the real estate prerequisite courses. Dean Gibson and Dr. Ross anticipate sufficient enrollment and expressed that the cross-listed nature of the course assists in that end. It is expected that the course will be able to attract around 10-15 students, consisting mostly of undergraduate students. Dr. Michel also added that undergraduates who are enrolled in a 5-year MBA program can possibly take this class in senior year (e.g., in the way that MBAP 710 substitutes for MGMT 430).
	* Dr. Michel recommended that Real Estate and Development be added as a prerequisite.
	* Dr. Forti offered commentary on how we might further discuss a strategy for considering an undergraduate/graduate cross-listing approach for future courses, which, among other benefits, provides an opportunity to offer more advanced courses.
3. The course was unanimously approved by the committee members present. Once Dr. Ross adds the leadership goal and prerequisite course, he will send the revised syllabus to Dr. Michel to retain as part of the BCC’s documentation. Dean Gibson also suggested that the language regarding approval to take the course be updated; specifically, to keep consistency with the catalog language, which uses “permission” in its wording rather than “discretion.” Dr. Ross will make this change.

Review and approve minutes from April 19, 2021 and September 24, 2021

Both minutes, which were circulated in advance of the meeting, were unanimously approved by the committee members present. Dr. Michel will make one update to change a typo in the September 24 minutes (to replace “August” with “September” in the date of the minutes).

Review proposed change to by-laws to include the following:

*The BCC works with the Assurance of Learning Committee to encourage faculty and departmental implementation of curricular changes recommended by the AoL process. Minutes of meetings are shared between the two committees and the BCC meets with the AOL committee at least once per year to understand feedback received on curricular matters that may lead to curriculum change* (current point 3 becomes point 4).

1. Discussion Summary
	* Dr. Michel introduced the topic and mentioned that the BCC has been working with the AoL committee informally, and that the by-laws change formalizes this process. The proposed updated by-laws were circulated in advance of the meeting.
	* Dean Gibson is supportive of the change and emphasized the necessity of collaboration between the BCC and the AoL committee. The by-laws, as currently written, do not provide a role for the BCC in helping ensure that any AoL feedback has real impact. For example, such feedback might result in changes to existing courses or to the development of new courses. It will be important to demonstrate this collaboration in accreditation reviews.
	* It was mentioned that Dr. Ross brought the MBA capstone syllabus to Dr. Fiona Maclachlan for feedback prior to today’s BCC meeting. Dean Gibson noted this approach is useful for new courses in general, as it aids in understanding how a course fits into the overall strategy and learning goals. The approach also supports an integrative process which incorporates AoL feedback both before and after a new course has been implemented.
	* Dr. Forti suggested that, in collaborating with the AoL committee, the BCC should consider the efficiency of the assessment process. Specifically, there are concerns regarding potential duplication of efforts (e.g., testing the same learning goal in multiple courses).
2. The change to the by-laws was unanimously approved by the committee members present.

The meeting was adjourned at 10:36 a.m.

Respectfully submitted by Amanda Sanseverino