# Attendees

Members Present: E. Pratt, M. DeDonno, B. McConnell, T. Hindle, A. Opalinski, D. Meeroff (conference call), A. Smith, and G. Macleod

Others Present: Donna Chamely-Wiik, Patricia Sampedro, and E. Gillespie

# Minutes

* April 18 meeting cancelled

# Course proposed for RI Designation

* E. Gillespie – Course GEB 3213 RI Communicating Business Information

Ms. Gillespie stated that the course is also WAC certificated, and proceed to explain the course syllabus and that the project is scholarly research base. In this course, students will learn the following:

* How to create a resume and cover letter highlighting their qualifications for the job
* Students will have to pick a country for a company expansion base on economic, sociocultural and ethical considerations.
* Students will learn scaffolding (narrowing down research process) methods.
* During this process students will demonstrate their abilities in strategic thinking, problem solving, and professional communications skills through different communication mediums (informal, formal, writing, oral and so forth)
* Students will be evaluated individually

Motion to recommend the course for RI designation by T. Hindle and A. Opalinski. The URCC committee positively recommended the course for RI designation, pending the following changes:

* Formal approval by your department and college committees
* Revisions to New course form
* Add course description and unmark the Written Communications part on the General Education Requirements section
* A. Smith suggested to check pre-requisites listed on the new course form and reach out to Ms. Williams from UUPC to verify that all the requirements on the new course form are met
* Recommended changes to the syllabus and general recommendations
* Under Course materials – include  some language about using Journal articles, etc to supplement the course
* Consideration of additional language within the weekly schedule to outline the research workshops which will be conducted to break down the steps of how the students will be introduced to conducting this kind of company and country related research project (i.e. within the Question Development Sessions etc). One committees recommendation was to establish a module on canvas which provides required readings  and have the students pass a quiz to ensure and certify that the content knowledge is achieved before the project starts.
* Change language on Disability Policy Statement (<http://www.fau.edu/newsdesk/whats-happening/student-sccessibility-services.php>) as follows:

In compliance with the Americans with Disabilities Act Amendments Act (ADAAA), students who require reasonable accommodations due to a disability to properly execute coursework must register with Student Accessibility Services (SAS) — in Boca Raton, SU 133 (561-297-3880); in Davie, LA 203 (954-236-1222); or in Jupiter, SR 117 (561-799-8585)

DCW will email Ms. Gillespie the committee recommendations after the meeting.

# Meeting Adjourned

At 1:50 pm