

UNDERGRADUATE CURRICULUM COMMITTEE MINUTES

Date: October 29, 2025

Present: Richard Warner
Stephen Eliason
Scott Butterfield
Elaine Westbrook
Braden Stone (student)
Jaki Penninger (Registrar representative)

Carl Castles
Ying Wang
Dan Charlton
Nicole Bogunovich

Absent: Tam McDowell*

**excused*

Guests: AJ Otjen
Susan Gilbertz
Kathleen Thatcher

Mark Jacobson
Christina Wulf
Rachael Waller



The meeting was called to order at 4:00 p.m. in the Chancellor's Conference Room.

I. APPROVAL OF MINUTES

The minutes of October 22 were accepted as presented.

II. ITEMS FOR APPROVAL

Group 1		
Business Administration Accounting Option Bachelor of Science Degree	Edited	10/16/2025
Business Administration Finance Option Bachelor of Science Degree	Edited	10/16/2025
Business Administration General Business Option Bachelor of Science Degree	Edited	10/16/2025
Business Administration Management Option Bachelor of Science Degree	Edited	10/16/2025
Business Administration Marketing Option Bachelor of Science Degree	Edited	10/16/2025
College of Business Pre-Admission & Business Core	Edited	10/16/2025

- Motion by Elaine Westbrook, seconded by Scott Butterfield to **approve Group 1.**

AJ Otjen, Chair of Business Administration, noted that they are changing the Business Core from 53 credits to 50, removing WRIT 101. This is in response to the new rules the BOR

will soon be implementing for bachelor's degrees, but is also a clean-up for the programs. WRIT 101 is already a Gen Ed course.

- Motion carried.

It was agreed Group 1 will go to the Senate as consent items.

Group 2		
BMKT 413: Sports Marketing	Added	10/16/2025
Marketing Minor	Edited	10/16/2025

- Motion by Scott Butterfield, seconded by Dan Charlton to **approve Group 2.**

To make the marketing program more attractive to students they have added A.I. to most courses. For the minor, they have removed an economics course and added the new Sports Marketing course. It was noted the title for the course has been corrected from "Marketing" to "Sports Marketing."

The learning outcomes listed for BMKT 413 are from the CCN database and need work. The UCC requested that the Department send updated learning outcomes before this proposal reaches the Senate.

- Motion by Richard Warner, seconded by Elaine Westbrook to **amend the motion to approve contingent on the new BMKT 413 being added as a restricted elective to the Marketing Minor and the learning outcomes for BMKT 413 being updated.**

- Motion to amend carried.

- Motion to approve carried.

It was agreed Group 2 will go to the Senate as action items.

Item 3		
International Business Certificate	Added	10/16/2025

- Motion by Elaine Westbrook, seconded by Ying Wang to **approve Item 3.**

Dr. Otjen noted that the Certificate requires 12 credits of courses already offered by the Department, two of which are study-abroad courses. This is something no other campus in Montana offers. Once the Certificate program is established, other faculty may be interested in creating courses for it.

The question was raised as to whether non-business students can take this Certificate. Dean Susan Gilbertz noted that all the courses have business prerequisites, so it will mostly be business students. Some majors, such as Commercial Music, may take the Certificate. Students working on a business degree at another institution could also take the Certificate.

The federal financial aid question was raised. This program is not intended to be a stand-alone, but rather in addition to a bachelor program. Dean Gilbertz reported later in the meeting that students can get financial aid for this program if it fits within the maximum credits (180).

It was noted that the Department could add a statement to the program about the prerequisites associated with the courses, since the program does not have to be restricted to business majors.

Since the certificate program is under 29 credits, it does not require OCHE/BOR approval. However, it does require NWCCU approval.

- Motion carried.

It was agreed Item 3 will go to the Senate as an action item.

Group 4		
Mathematics Bachelor of Science Degree	Edited	10/22/2025
Mathematics Teaching Licensure Option Single Subject Endorsement Bachelor of Science Degree	Edited	10/22/2025

- Motion by Dan Charlton, seconded by Elaine Westbrook to **approve Group 4.**

Mark Jacobson, Chair of Mathematics, stated they are changing out a computer programming course on the advice of John Pannell, City College. Mr. Pannell teaches the programming courses at City College as hyflex, which has been very helpful for math majors.

- Motion carried.

It was agreed Group 4 will go to the Senate as consent items.

Group 5		
EDU 330: Emergent Literacy	Deleted	10/22/2025
Early Childhood Studies Minor	Edited	10/22/2025
Reading (K-12) Teaching Minor	Edited	10/22/2025

- Motion by Stephen Eliason, seconded by Dan Charlton to **approve Group 5.**

Rachael Waller, Chair of Educational Theory & Practice, noted that they have not taught EDU 330 in several years. These changes delete that course and remove it from two programs. The Department will also be coming back with a moratorium for Early Childhood Studies later.

- Motion carried.

It was agreed Group 5 will go to the Senate as consent items.

Item 6		
Chemistry Bachelor of Science Degree	Edited	10/22/2025

- Motion by Elaine Westbrook, seconded by Stephen Eliason to **approve Item 6.**

Dr. Castles, Chair of Biological & Physical Sciences, noted that they are adjusting the program's electives to come into alignment with the new BOR requirements for major credits.

- Motion carried.

It was agreed Item 6 will go to the Senate as a consent item.

The meeting adjourned at 4:48 p.m.

rjrm