

## Minutes

Assurance of Learning Task Force  
September 16, 2010

323 Wimberly Hall

2:30 p.m.

Present: K. Birkeland, B. Knowles, B. May, K. Lyons, T. Krueger, K. Rosacker, D. Secchi, K. Sherony

1. The minutes of the September 9 meeting were approved as corrected.
2. Coordinator's report
  - a. Knowles met with Brian Kopp of the English Department
    - i. The English Department is considering revising Eng 307: Writing for Management, Public Relations and the Professions. Knowles requested that AOLTF be kept apprised of the revisions.
    - ii. Knowles discussed with Kopp topics for a survey of CBA faculty members' opinions about communication. Basic writing skills, professional communication skills and how communication applies to the five CBA learning outcomes were considered.
  - b. Knowles met with the department chairs and prepared a summary of departments' progress toward assessing major competency.
3. Assessment of Communication
  - a. The committee discussed the comments from the CBA meeting breakout groups on communication.
  - b. Knowles will draft a questionnaire to be used to survey CBA faculty members' opinions about communication.
  - c. Consulting with the CBA Advisory Board for their opinion about which communication skills are important was discussed.
4. Assessment of Major Competency: A draft of an email from AOLTF to department chairs regarding the timetable for assessing Major Competency was discussed and revised.
5. AOLTF agreed that student specific data from the spring 2010 ETS exam conducted in Mgt 499 should be purchased.
6. Holding fora to provide CBA faculty members with ideas for and examples of course embedded assessment was discussed.
7. The meeting adjourned at 3:55 p.m.

Keith Sherony, Chair