

Thursday, October 20, 2022

TO: Assurance of Learning Committee
FROM: Taggart Brooks,
Dean, College of Business Administration



RE: Committee Charges for 2022-2023

This memo is intended to serve as a charge letter for the AOL committee for the 2022-2023 academic year. Below you will find the suggested charges for the year, most of which come from your previous year's end-of-year report. It also contains a request for the committee to move its work to the CBA MS TEAM, and some suggestions for preparing the committee for the AACSB visit.

As I mentioned at the college meeting last month, please do your committee work in the new [College of Business Administration MS TEAM](#). The goal is to help make the work of the committees visible and accessible to the entire college. Everyone should have access, if you do not, let me know. You will find a channel for your committee and a suggested structure for minutes, agenda, and working documents. If your committee could also work to populate the channel with historical documents, that would be helpful.

This is our AACSB visit year. The visit team will arrive on March 25th and plan to meet with your committee sometime on Monday, March 27th, so please reserve time for the committee to familiarize yourselves with the Continuous Improvement Review (CIR) report before that date. Your committee members will all be expected to answer questions based on the sections of the report related to the work you do and to have a clear understanding of the committee's roles, rights, and responsibilities in the CBA. I expect to have near-final draft of the CIR available later this semester. I would suggest you should set aside a meeting time in February to cover these things.

In addition to the aforementioned items, and your regular business (as outlined in the [CBA bylaws](#)), please attend to the following charges:

- Host Core Course Coordinator (CCC) Retreats early in Fall and Spring semesters;
- Collaborate with the CBA Curriculum Committee to create a program for the January 2023 All-College Meeting.
- Refine and pilot Global Context of Business rubric to assess revised Global Context of Business Learning Objective - collaborate with the CBA Curriculum Committee and IBAC as needed;
- Conduct a review of the effectiveness of the current AOL schedule and process and make recommendations for improvements.
- Working with the Deans office develop and implement a plan to increase awareness of the AOL plans and logistics to the CBA.
- Continue working with Core Course Coordinators on the implementation of the assessment schedule proposed in January 2022 to ensure assessment is ongoing in all core courses;
- Develop and present at the Fall 2022 All-College meeting Common Expectations for Oral Presentations that should be followed in all core courses;



CBA Dean's Office

1205 Wittich
1725 State Street
La Crosse, WI 54601
608.785.8090
www.uwlax.edu/cba

- Work with the Curriculum Committee to develop and present an assessment plan for Writing in the College by end of the 2022-2023 academic year;
- Develop an ongoing assessment schedule for MGT 449;
- Review the CBA Summer Working group's report and identify opportunities for action by AOL.
- Prepare and share a document that clearly articulates the 2-3 changes and loop closings made in the CBA curriculum.

If you have questions or concerns, please contact me at any time during the year. Finally, if the Dean's office or I can assist your committee in any way during the year, please do not hesitate to ask.

I would ask that the chair check-in at the end of the fall semester with a brief email to me and the Associate Dean highlighting the accomplishments to that point in the year. Finally please complete a year-end report and email it to myself and the associate dean no later than May 31, 2023. That report should include suggestions for charges for the next academic year.