

Minutes

Assurance of Learning Task Force

9:00 a.m.

March 1, 2010

323 Wimberly Hall

Present: K. Birkeland, J. Finch, B. Knowles, T. Krueger, K. Sherony

1. The minutes of the February 22 meeting were approved.
2. The draft of a memo to department chairs alerting them to the timeline for assessing major competency was reviewed and approved for distribution by consensus. Lisa Graham, chair of IBAC, Gwen Achenreiner, chair-elect in Marketing, and Tom Hench, chair-elect in Management will be included in the distribution.
3. Coordinator's report:
 - a. Responses to emails regarding assessment of social responsibility.
 - i. One instructor of Mgt 393 has responded; awaiting response from other.
 - ii. The three Mgt 308 instructors have requested a meeting with Knowles or AOLTF. Knowles will meet with them first and then arrange a meeting with AOLTF.
 - iii. Discussion with Bus 205 instructors is on hold as staffing is determined.
 - b. Further contact with the English revealed that no rubric exists for assessing communication in Eng 307.
 - c. The AOLTF will meet at 1:00 p.m. on April 2 to conduct the marketing assignment assessment.
 - d. IBAC has requested a meeting with Knowles.
 - e. IRB has exempted AOLTF's data request from review.
 - f. Knowles will meet with Debbie Valine and Marv Noltze of Institutional Research, and Jan Von Ruden of ORR on March 4 to discuss AOLTF's student data request. Krueger may attend. May will be invited to attend.
4. Collection and storing of student data was discussed
5. The Mkt 309 rubric was discussed and modifications recommended. Knowles, Finch, Krueger and Joe Chilsen will meet to pretest the rubric.
6. The next meeting will be at on Monday, March 8.
7. The meeting adjourned at 10:04 a.m.

Keith Sherony, Chair