

Minutes

Assurance of Learning Task Force

9:00 a.m.

February 22, 2010

323 Wimberly Hall

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

1. The minutes of the February 8 meetings were approved.
2. Coordinator's report:
 - a. Departments' responses to UCC's request for updated mappings of core course objectives into the new CBA learning outcomes are due March 1.
 - b. Computer classrooms have been arranged for the Mgt 449 ETS assessment.
 - c. Emails have been sent to the instructors of Mgt 308, Mgt 393 and Bus 205 regarding assessment of social responsibility. W. Maas has provided an idea that may work for Bus 205. Responses from the other instructors are forthcoming.
 - d. The rubric to be used for the marketing assessment has been drafted. The next step is to pretest it. Knowles will distribute task and rubric for committee review.
 - e. The marketing assessment assignments have been collected and scanned.
 - f. The Communications and English departments have been contacted about existing rubrics that could be used to assess communication. English responded that a common rubric does not exist for Eng 110.
3. Assessment of Major Competency

The chair will draft a memo to departments alerting them to the timeline for assessing major competency, which is task design in fall 2010 and assessment in spring 2011. The letter will request that departments file with the dean's office by May 1, 2010 the learning outcomes that define major competency.
4. Collection and Storing of Student Data
 - a. Student data to collect include:
 - i. name/ID number
 - ii. cumulative GPA
 - iii. ACT score
 - iv. pre-core, core and major courses completed
 - v. major/minor
 - vi. gender
 - vii. college
 - b. Knowles will contact T. Hinds regarding IRB considerations.
 - c. May will check into using university server space and D2L for data storage.
5. The AOLTF will meet at 1:00 p.m. on April 2 to conduct the marketing assignment assessment.
6. The next meeting will be at 9:00 a.m. on Monday, March 1.
7. The meeting adjourned at 10:15 a.m.

Keith Sherony, Chair