

Minutes  
Assurance of Learning Task Force  
August 17, 2010

3:00 p.m.

323 Wimberly Hall

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

1. The minutes of the May 3 meeting were approved. (unanimous)
2. Coordinator's report: Knowles reported on her activities during the summer
3. Finch has resigned. Replacements were discussed. May was charged to contact potential replacements.
4. The Mkt 309 Assessment Report was discussed.  
M/S/P to approve the Mkt 309 Assessment Report subject to final review by the marketing instructors who administered the task. (unanimous)
5. The AOLTF Annual Report was discussed. Detailed discussion of the ETS results will be scheduled for an early fall AOLTF meeting with attention toward whether ETS can be used to assess competency in the major.  
M/S/P to approve the AOLTF Annual Report as revised. (unanimous)
6. Communications Survey
  - a. A survey of the CBA faculty to determine what instructors think are the important communication skills students need vs. which of these skills they actually teach in their classes was discussed.
  - b. Knowles will draft a questionnaire that may be used for such a survey.
7. CBA Fall Meeting
  - a. Knowles has interest in polling CBA faculty opinion about assessment so that interest levels can be tracked over time. She will draft a questionnaire that will be administered at the fall CBA meeting.
  - b. Conducting breakout sessions at the fall CBA meeting was discussed. The sessions would be used to learn from instructors:
    - i. what the new CBA learning objectives mean to them.
    - ii. what they find challenging/frustrating about getting students to meet the objectives.
    - iii. what they have done in their classes to enable students to meet the objectives.
8. May reported that the EBI Survey of students, which provides indirect assessment results, will be administered this academic year.
9. The meeting adjourned at 4:30 p.m.

Keith Sherony, Chair