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

1. The minutes of the October 21 meeting were approved.
2. The charge to the CBA UCC was discussed.
3. Follow-up to Major Competency Workshop: AOLTF will communicate to departments that:
   a. they have the choice to match student demographic data with the assessment results;
   b. to do so they need to request the demographic data via AOLTF; and
   c. AOLTF expects rubrics that have at least 3 performance levels.
4. IS 220 – assessment of communication
   Knowles and Rosacker met with Peter Haried to discuss assessment of communication in IS 220.
   The assignment is an Access data base project that will be used to assess:
   - Use communication technologies and tools professionally and appropriately
   - Ability to select an appropriate technology
   - Generate data and information using technology
   - Identify relevant information – what should be highlighted
5. AOLTF “office hours”
   Sherony will email CBA faculty members to invite them to the office hours scheduled for November 5.
   The email will include a summary of the breakout discussions at the fall CBA meeting.
6. Communication Competency
   A Qualtrics draft of a questionnaire to be used to survey the CBA faculty about communication competencies was reviewed.
7. The meeting adjourned at 3:55 p.m.

Keith Sherony, Chair