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

1. The minutes of the October 28 meeting were approved.

2. Coordinator’s Report
   a. Knowles will meet with the Marketing instructors who are revising the spring 2010 task in preparation to use it for assessment in Mkt 309 again in spring 2011.
   b. The Marketing instructors involved in the spring 2010 assessment are submitting the results for a conference presentation.
   c. W. Moss of Accountancy has requested the mapping for social responsibility so as to rework learning outcomes for Bus 205 to better reflect CBA needs.

3. Mgt 308 – The rubric for the Mgt 308 assessment task has been revised. The task will be read in January or February.

4. IS 220 – The rubric for the IS 220 assessment task was reviewed. Clarity will be sought about whether the absence of any one item will mean does not meet expectations.
   M/S/P to approve the IS 220 task and rubric (unanimous)

5. International Business - The assessment plan from and charge letter to IBAC was discussed.

6. AOLTF “office hours” – Knowles and Rosacker will staff office hours.

7. Mgt 393
   a. G. Gillis collected the students’ work electronically.
   b. No rubric exists.
   c. Secchi will obtain a copy of the task.
   d. Secchi and Krueger will arrange a meeting with Gillis to work out an understanding of the task and help develop a rubric.
   e. Secchi will talk to D. Stapleton about his Mgt 393 assessment plans.

8. Global Context – Knowles will contact W. Moss about the possibility of assessing global context in Bus 205.

9. Communication Competency – The Qualtrics questionnaire to be used to survey the CBA faculty about communication competencies was discussed.

10. The meeting adjourned at 4:05 p.m.

Keith Sherony, Chair