Present: TJ Brooks, Nicole Gullekson, Betsy Knowles, Kim Lyons, Bruce May, and Kris Rosacker

1. Updates:
   a. Welcome Nichole and TJ
   b. TJ will serve as AOLTF Chair
   c. Kris will serve as AOLTF Secretary
   d. Discussed potential additional AOL committee members
   e. Meet with all new CBA faculty on August 30 to discuss AOL
   f. Current version of the proposed CBA mission statement
   g. Recommend the Dean’s office discuss syllabi requirements with Department Chairs
      i. CBA mission
      ii. Core course learning objectives
   h. Discussed AOL component of fall CBA meeting
      i. Survey
      ii. Stand and be recognized
         1. Publish or presented
         2. Attended a conference or workshop
         3. Conducted college assessment
         4. Assessment in your class
         5. Classroom changes as a result of feedback
      iii. Explain where to place AOL items in digital measures
      iv. Offer a brief update regarding what AOL has accomplish and what will be accomplished in the next 18 months
      v. Discuss competency in the major reports completed and future report requirements
   i. All AOLTF members are asked to review annual report outline and MGT 308 report
      i. Offer Betsy feedback within 24 hours
   j. Friday, September 30 communications event with Bryan Kopp
      i. Communications rubric
      ii. Feedback
      iii. Betsy and Kris will meet with Bryan Kopp to discuss this workshop
   k. Recognized the need to have ACC 222 and MKT 309 assessment reading
   l. Update Dropbox access and Y-Drive access
   m. Tentatively set fall AOL weekly meeting time at Wednesday at 3.00 PM
      i. Must read competency in the major reports
   n. Next meetings are set for Tuesday 8.17.11 and 8.23.11 at 10.00 AM in CWH 323

2. The meeting adjourned at 10.30 AM

Respectfully submitted,

Kirsten (Kris) Rosacker, Secretary