

Minutes  
Assurance of Learning Task Force  
August 17, 2011

10.00 AM

CWH 323

Present: TJ Brooks, Nicole Gullekson, Peter Haried, Betsy Knowles, Kim Lyons, Bruce May, Kris Rosacker, and Shane Van Dalsem

1. Updates:

- a. Approval of minutes – located in Dropbox titled “Assurance of Learning Task Force”
- b. Dropbox update
- c. Fall meeting time of AOLTF Friday at 1.15 PM CWH 323
- d. Status of last year’s work
  - i. Course embedded assessment reports
    1. IS 220 complete
    2. MGT 308 complete
    3. ECO 120 complete
    4. MGT 393 in progress
    5. ETS report in progress
    6. Communication survey results located in the Dropbox
- e. Communication survey results are in the Dropbox and will be sent to Bryan Kopp
- g. Next phase of Competency in the Major report is due in November
- h. Discuss offering a Business Communications course

2. Fall Activities:

- a. Friday, September 30 communications event with Bryan Kopp
  - i. Focus on communication rubric(s) for specific tasks (memo, literature review and essay)
    - a. Provide Betsy with sample tasks by Friday (8.09.11)
  - ii. Future workshop on feedback
- b. AOL component of fall CBA meeting
  - i. Survey
  - ii. Stand and be recognized
    1. Publish or presented
    2. Attended a conference or workshop
      - a. New faculty orientation workshop on Tuesday (8.30.11) at 1.30 PM CWH206
    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
    1. Provide Betsy with ideas regarding graphic
  - v. Discuss competency in the major reports completed and future report requirements

3. Next meeting set for Tuesday (8.23.11) at 10.00 AM in CWH 323

4. Welcome and thank new AOLTF members (Peter and Shane)

5. The meeting adjourned at 11.15 AM

Respectfully submitted,

Kirsten (Kris) Rosacker, Secretary