

Minutes  
Assurance of Learning Task Force  
August 23, 2011

10:00 AM

CWH 323

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

1. Updates:
  - a. Approval of minutes
  - b. The dropbox has been updated and all members have access
2. Fall Activities:
  - a. Friday, September 30 communications event with Bryan Kopp: the date is on the agenda for the next chairs meeting
  - b. Fall CBA meeting agenda:
    - i. General topics and advisement issues
    - ii. Mission, vision, and values
    - iii. AOL: survey, stand and be recognized, using digital measures to track previous activities, summary of last years' activities
    - iv. Strategic planning
    - v. Lunch
3. Plans for 2011/2012 course embedded assessment:
  - a. Meet with MGT 449 instructors to facilitate course embedded activity in fall 2011. Focus should be global and communications. Discuss ETS assessment in spring 2012
  - b. Discuss decision making with FIN 355 this fall for assessment activity in spring 2012
  - c. Discuss using BUS 230 to capture oral presentations
  - d. Read ACC222 and MKT 309 fall 2011
  - e. Repeat IS 220 communications assessment fall 2011
  - f. Repeat MGT 308 activity in spring 2012
4. Annual report: a draft is in the dropbox under "working files", read and offer feedback on general organizational structure and/or missing components by Monday, August 29<sup>th</sup>
5. New faculty orientation will take place on Tuesday, August 30<sup>th</sup> at 1:30 pm, room 206. AOL will contribute in the last 30 minutes or so
6. AOL terms handout: include learning outcomes and objectives, description of terms, and timeline (rotation) of various assessment instruments
7. Next meeting set for Friday, September 9<sup>th</sup> at 1:15 pm in CWH 323
8. Meeting adjourned at 11:15 AM

Respectfully submitted,

Kim Lyons