Minutes
Assurance of Learning Task Force
August 23, 2011
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 29th

5. New faculty orientation will take place on Tuesday, August 30th 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 9th at 1:15 pm in CWH 323

8. Meeting adjourned at 11:15 AM

Respectfully submitted,

Kim Lyons