

Minutes: Assurance of Learning Task Force

Present: Ken Graham, Peter Haried, Mark Huesmann, Ana Iglesias, Laurie Miller, Ken Rhee, Sheida Teimouri, Diana Tempiski, Steve Thornburg.

Date: September 12, 2016, 11:00 a.m.-12:00 p.m., CWH 124

- 1) M/S/P (4,0,4) to approve the minutes of the May 2, 2016, meeting
- 2) Peter walked the Task Force through our charge for this academic year. He noted that we currently do not do assessment in our online courses so this is an area we need to improve upon. It was also noted that no one is currently serving on both the AOLTF and the college UCC. Since these two bodies are to be actively working together Laurie will try to attend UCC meetings. Laurie will also bring a list of all CBA student organizations to the next meeting so members of the Task Force can sign up to meet with each of these groups.
3. Suggestions were solicited for possible members for the International Faculty Panel to be held on Thursday, November 10th, from 7:00-8:15 p.m. in the Hall of Nations. The finance department has several new international faculty and suggestions of other new faculty within marketing and accounting were given as well.
4. Laurie provided an update on the AOL Dashboard. The Dashboard is a D2L site where assessment results can be made public to CBA faculty. Laurie will get access to this site for all faculty in the coming weeks.
5. Laurie solicited suggestions on how to organize and gather material for the new AOL Toolbox, a D2L site accessible by students that will house short refresher videos on a variety of business topics. The Task Force recommended that the site be organized by discipline and that the Core Course Coordinators be asked to provide a short list of essential topics or skills for their core course.
6. The Task Force reviewed a proposed schedule for assessment in the core courses over the next five years. The purpose of the schedule is to be more deliberate in our assessment efforts, ensuring that all five learning objectives are regularly being assessed throughout our core curriculum. The proposed schedule will be vetted to the Core Course Coordinators next.

7. The Task Force discussed the possibility of drawing a random sample of students when scoring assessment tasks in MGT 449, as opposed to scoring each piece of student work which is our current practice. Each semester MGT 449 generates over 200 pieces of student work. The Task Force decided that it was a more efficient use of faculty time to draw a stratified sample by major with two individuals scoring each piece of student work.

8. The new assessment software, Aqua, will be piloted this fall using the FIN 355 task collected this past spring. The members of the AOLTF will serve as the members of this pilot scoring team.

Next meeting: Monday, September 26th

Agenda: assessment in MGT 449

Meeting adjourned at 11:54 a.m.

Respectfully submitted,
Laurie Miller

TO: College of Business Assurance of Learning Task Force

FROM: Peter Haried, Chair of Assurance of Learning Task Force

DATE: April 27, 2016

RE: Assurance of Learning Task Force Charges for 2016-2017

The Assurance of Learning Task Force (AOLTF) plays a key role in assessing our college of business undergraduate curriculum. I am pleased to give the following charges to the Committee for the 2016-2017 academic year. The Mission for the College of Business Administration will be the framework for your activities. In addition to your regular business, please accomplish the following tasks:

1. Continue implementing the CBA Undergraduate Assurance of Learning Master Plan. See below:

CBA Undergraduate Assurance of Learning Master Plan, August 2012 Revision

Outcome	Spring of Even years	Spring of Odd years
Critical Thinking	College-wide review	
Communication – written	College-wide review	
Communication – oral		College-wide review
Social Responsibility		College-wide review
Global Context		College-wide review

Notes:

- 1) Competency in the Major is the additional CBA Undergraduate Learning Outcome. Departments measure this each spring of odd years, and the ETS Major Field Test in Business complements department measurements each spring of even years.
- 2) In the semester(s) prior to the college-wide review, assurance of learning (AOL) measurements take place. In the following academic year, proposed changes are implemented.

2. Be proactive in encouraging faculty development opportunities centered on AOL.

3. Develop and implement an engaging AOL program to involve CBA faculty at the January 2017 CBA meeting.

4. Work with the CBA steering committee to develop guidelines and a consistent process to ensure competency in the major assessment is completed in a timely manner.

5. Review Competency in the Major (CITM) Report and CITM Mid-Cycle Reports and provide actionable feedback to programs.

6. Pilot university assessment software to aid in the management of the CBA assessment program.

7. Be proactive in working with student organizations and groups to engage and inform students of the AOL process.

8. Engage with the CBA undergraduate curriculum committee to review CBA learning objectives and rubrics.

9. Evaluate course embedded assessment across both traditional and online delivered formats.

10. Elect the chair of the AOLTF for the 2017-2018 academic year. (Due May 1, 2017).