

Minutes: Assurance of Learning Task Force

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

Date: February 6, 2017, 11:00 a.m.-12:00 p.m., CWH 124

1) Motion by Mark H., second by Diana T. to approve the minutes of the December 5th, 2016, meeting. Motion passed. (8,0,0)

2) Assessment in ACC 221, spring 2017

ACC 221 is the only core course that has not participated in college-level assessment to date. The ACC 221 instructors are already working on a critical thinking assessment task that will be placed on the final exam for all sections of the course.

3) Assessment in MGT 449, spring 2017

In December of 2016 the MGT 449 instructors tried a new assessment process. Rather than use a long case study, students were given a short article to read instead. They did not have access to the article or prompt ahead of time. Despite this, students did not have problems finishing in the 2-hour time frame. Many finished ahead of time. The assessment task was administered by all instructors through the "exam" function in D2L. The grade weight was also consistent across all sections of MGT 449 at 5% of the total course grade.

Ana is working with Patty Fairchild to see if there is an easy way to download student work from the exam/quiz function in D2L. Otherwise each file has to be downloaded separately.

For spring 2017 the MGT 449 instructors are recommending:

- continue to use a shorter article as opposed to a longer case study
- The assessment task would not be administered during the final exam time slot as the MGT 449 instructors would like to use that time for their own final course exam. (specific date has not been set)
- The MGT 449 instructors will not administer the task on the same day.
- Students will be given 50 minutes to complete the task because one instructor teaches a 55-minute course.
- Students will be given bonus points to complete the task. (Desire is to separate program assessment from performance in MGT 449)
- The MGT 449 instructors will choose the case and design the prompt; however, the AOLTF would vet the task prior to its administration.

- Student work will be completely anonymous; student names would be redacted from the memos before being given to the AOLTF. (This would protect the identity of the individual instructors.)

In the discussion that followed it was noted that giving bonus points for completing the task would make it voluntary for students and would not produce their best work. Any other assessment task administered in a core course carries some grade weight.

Regarding the anonymity of student work, data analysis cannot be conducted unless, at a very minimum, the AOL Coordinator can identify the students. Anonymity can be set up in Aqua to ensure that scorers cannot identify individual students. Ana will meet again with the MGT 449 instructors to discuss these two issues.

4) BUS 230 AOL student survey

As part of our self-study year, a BUS 230 group is going to conduct a student survey on behalf of the AOLTF. Feedback was solicited from the Task Force in terms of the types of questions to put on the survey. Suggestions included:

- Are students aware of college learning objectives?
- Do students know where to find the CBA learning objectives?
- Do instructors discuss learning objectives in class? Or are they just listed on the course syllabus?
- Are students aware of the rubrics?
- Are there differences in awareness over time?

Laurie is meeting with the student group on the 7th of February and will report back at the next meeting.

5) Reflections on the January meeting

Overall reflections were positive. In the future, continue to keep the faculty actively engaged; however, create more opportunities to report and discuss assessment data. The shorter time-frame was also an improvement as well.

Meeting adjourned at 11:52 a.m.

Next meeting is February 20th at 11:00 a.m.

Respectfully submitted,
Laurie Miller