

Minutes: Assurance of Learning Task Force
Present: Ken Graham, Peter Haried, Ana Iglesias, Laurie Miller, Ken Rhee, Diana Tempski, Steve Thornburg.
Excused: Laura Milner
Date: September 11, 2017, 11:00 a.m.-12:00 p.m., CWH 124

1. M/S/P (6,0,0) to approve the minutes of the May 1, 2017, meeting.
2. Discussed the composition of the Task Force. In particular, is it necessary for the department that houses the Assurance of Learning Coordinator to supply an additional representative for the Task Force or can the AOL Coordinator serve in both capacities? The concern is a potential conflict of interest for the AOL Coordinator who is serving both the CBA in the role of Coordinator and their individual department. Because this would be burdensome to the department that houses the AOL Coordinator ***it is the recommendation of the Task Force that only one representative is needed from each department.***
3. **CITM Reports:** As discussed in AOLTF meetings in the 2016-17 academic year, the goal is to move away from the submission by each CBA program of a Competency in the Major report to all assessment information being housed in Taskstream. Programs within the CBA would create a link to enable individuals to view their assessment information and the members of the Task Force would use a rubric embedded in Task Stream to review the information. Feedback to the departments would also be housed in Task Stream.

It is not clear that all departments are far enough along in their use of Task Stream for this to be fully implemented this fall despite the fact the University requires ALL programs to enter their assessment data in Taskstream. Peter is going to send out an email to the department chairs reminding them their CITM information is due by October 15th. We would like this information to be submitted via Taskstream but will make exceptions if necessary. A quick poll around the table indicates that most departments appear to be using Taskstream or, if not, are at least willing to do so.

4. **Curriculum Maps:** The last time our curriculum maps were updated was in the spring of 2015. Laurie is going to connect with the Core Course Coordinators to ensure the current mapping correctly reflects the courses in our core curriculum.

In addition to the content and skill curriculum maps, there are curriculum maps for each learning objective on the CBA AOL web site that map the content of each core course to the individual traits in the common CBA rubrics. These mappings are out-of-date; however, rather than update them, we are going to pull them off the web site. The reason for this is that one of our charges for the current year is to review our CBA common rubrics with an eye to make them more developmental in nature, allowing us to better track the progress of our students as they move throughout our core curriculum.

5. **Learning Objective Assessment Teams:** About 20 faculty have signed up for the Learning Objective Assessment Teams. Based on some feedback Laurie has received it might be the case that people misunderstood the purpose of the teams, seeing them as an additional committee assignment rather than a re-organization of work that was already happening in the CBA. Laurie plans to reach out to new faculty during the AOL 101 presentation in early October to get each of these individuals on a team. Another route would be to send an email to department chairs to enlist their help in getting faculty to sign up for a team.
6. **Assessment of Online Courses:** We currently do not formally assess our online courses. However, the current AACSB standards require that we ensure the quality of our courses regardless of the mode of delivery.

Several concerns were raised about assessment of online courses. First, instructors have no control over the environment and cannot ensure the registered student is actually the one completing the assessment task. Second, if assessment tasks are used in online courses they cannot be used again in subsequent semesters because there is no way of preventing students from circulating the task to other students in future semesters. It was also noted that our online course offerings are predominantly in the summer and over J-term. The percentage of our majors that take these courses is relatively small. In the case of MGT 449, in particular, only 22 students took the course online over the summer while approximately 400 took it during the fall and spring semesters.

IS 220 offers a hybrid course each semester which offers the possibility of using the same assessment task multiple semesters. ***The Task Force recommends at this time that the assessment of online courses occur through common exam questions.***

7. Introduced the idea of having AOLTF approve all tasks used for assessment of the core courses. This will be revisited at our next meeting.

Next meeting: Monday, October 2nd, at 11:00 a.m. Beth Crosby and Nicole Gullekson will be our special guests to discuss coordination between the AOLTF and IBAC in promoting our global learning objective.

Meeting adjourned at 11:59 p.m.

Respectfully submitted,
Laurie Miller