

**Minutes:** Assurance of Learning Committee

**Date:** Tuesday, April 7, 2020

**Location:** 2:00-3:00 p.m., Online via Webex

**Present:** Danny Franklin, Ken Graham, Hannah Han, Laurie Miller, James Murray, Shishir Paudel

**Excused:** Kim Lyons

1. M-S-P (5, 0, 0) to approve the minutes of the 3-3-20 meeting.
2. Update on assessment in MGT 449, spring 2020
  - a. Miller advised that the ETS major field test for this spring had been postponed due to campus disruptions due to coronavirus. Exams have been paid for and are available to us whenever we choose to administer the exam. We can decide at a later date whether or not to hold the exam in Fall 2020 or wait until Spring 2021. Postponement of the exam will not impact ongoing assessment work for AACSB accreditation.
3. Written communication assessment results
  - a. Miller provided a Course Assessment Report for Written communication in MGT 449 during Fall 2019;
  - b. Report was well received; committee requested adding 2017 data to results summary table for side-by-side comparison to 2019 data.
4. Spring 2020 AOL newsletter
  - a. Graham asked for input from the committee regarding content for an end-of-semester AOL Newsletter to send out to the college;
  - b. Paudel recommended including summary table of Written Communication Assessment report;
  - c. Franklin recommended an "assessment spotlight," including assessment success stories from colleagues to share how assessment resulted in positive changes in their courses. Miller noted could be from core courses or not.
  - d. Graham and Miller to meet in the coming weeks to assemble content and possibly have a draft by April 21 meeting to share with the committee.

Meeting adjourned: 2:45 pm

Next meeting: Tuesday, April 21, 2020 at 2:00 pm

Respectfully submitted: Ken Graham