Minutes: Assurance of Learning Committee
Date: Friday, October 23, 2020
Schedule: 12:00-1:00 p.m., Online via Microsoft Teams
Present: Gwen Achenreiner, Danny Franklin, Ken Graham, Hannah Han, Kim Lyons, Laurie Miller, Shishir Paudel

1. Meeting convened at 12:04 p.m.

2. Motion to approve minutes September (09/25) meeting – M-S-P (7-0-0)

3. Laurie provided an update on the global learning objective. The CBA Curriculum Committee is still working on the global learning objective. Uzay and Nick are currently working on the wording of the learning objective by benchmarking with peer and aspirant institutions.

4. Danny provided an update on assessment in MGT 449. Danny and Randika are working on creating an assessment task to measure student performance on the social responsibility and written communication LOs. The task will be embedded in the final exam for MGT 449 so that all students have ample time to respond to the task.
   a. Danny will submit the assessment instrument for committee feedback by the November meeting

5. Ken shared that the CBA calendar did not have a meeting date for November. Ken asked committee members for their availability and scheduled a committee meeting for Friday, November 20, at noon.

6. Danny provided an update on the LO revision for MGT 449. Instructors of MGT 449 elicited input from CBA faculty at the end of the spring semester. Over the summer and early fall, MGT 449 instructors reached out to 28 peer and aspirant institutions for information on their business capstone courses. Based on this internal and external benchmarking, MGT 449 instructors formulated a new set of LOs and gained informal feedback from MGT and CBA curriculum committees. Instructors hope to bring new LOs for a college vote by the end of the semester.

7. Laurie provided an update about the assessment information housed on Taskstream. Laurie pulled data out of Taskstream and shared CITM information on 2014-16, 2016-18, and 2018-2020 assessment cycles using MS OneDrive. The folder has been shared with all AOL committee members. Note that files attached on Taskstream (e.g., a PDF document showing the curriculum map) do not download with the reports – all supporting documents are attached in separate folders.
   o Kim suggested sharing this legacy CITM information with department AOL committees. Gwen suggested sharing with the Dean's office as well.
   o Laurie spoke to some of the issues with changing memberships of departmental assessment committees. She also reiterated the value of being able to see what other departments are doing. Laurie suggested and the AOL committee agreed to share the folder with the entire college.

8. Ken shared the plans for the January all-college meeting. TJ suggested limiting our presentation to 15-20 minutes, giving the college a quick update on assessment results.
   o Laurie suggested talking about the written communication assessment results. Perhaps tie in the presentation with MGT/MKT 301 course content and potential changes to the course based on observed results.
   o Gwen suggested looking at longitudinal data on written communication results. How do students who take MGT 301 do compared to others who do not? How do current students (most of whom have taken MGT 301) compare to previous cohorts who did not take MGT 301?
      ▪ Even if the results are inconclusive or unfavorable, there is a legitimate need for writing skills across the business curriculum and there are many ways the course can be improved.
      ▪ Laurie cautioned that some current CBA students are part of the Integrated Core and do not take MGT 301.

9. Laurie gave an update on the AOL website and the various resources available on the website. She asked the committee to ruminate on the following questions: What should the website look like? Who should be our audience for the website?
   o Hannah suggested providing templates, best practices, etc. for all faculty members. Because this is important for PTS, it can initiate bottom-up adoption of assessment best practices.
   o Gwen suggested reaching out to John Nunley (who serves on the JPC) to collect an arsenal of best practices from across the university.

10. Ken suggested having a December committee meeting to talk about the all-college meeting and the core course coordinator meeting in January. He will email committee members to gauge availability during the last week of the semester.

11. Meeting adjourned at 12:58 p.m.