Minutes: Assurance of Learning Committee
Date: Friday, September 25, 2020
Location: 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

Meeting called to order at 12:02 p.m.

1. Approval of the minutes for the 5-5-20 meeting M-S-P (6, 0, 0)

2. Migration from Taskstream to Canvas

   Taskstream will no longer be available for use beginning in January 2021. Taskstream is currently used for reporting purposes for Competency in the Major (CITM). Given this, the Committee will migrate the CITM reporting function to Canvas over the course of the 2020-21 academic year. Kim asked that this reporting system be easy to use given the complexity of Taskstream.

3. Plan for CITM for 2020-2021

   The Dean's Office would like to reduce the service load on faculty this academic year given the challenges they face at both work and home due to Covid-19. In the absence of the pandemic, departments/majors would be responsible for providing a status update report, detailing their progress in implementing process or curricular changes in response to the last round of assessment data. Majors would also be responsible for the development and execution of an assessment plan.

   Because 2021-22 is the CBA's self-study year prior to reaccreditation and in order to maintain forward momentum on assessment, Laurie proposed the following:

   a. Departments/majors should submit a status update report (formerly known as the mid-cycle report). If they have not made progress on process or curricular goals due to Covid-19, this should be documented in the report.
   b. Departments should submit an assessment plan for 2021-22. However, no data needs to be collected in 2020-21.
   c. The due date for the status update report and the assessment plan should be moved from October 15th to December 16th.

   Because we are in between reporting in Taskstream and the development of an alternative reporting system in Canvas, Laurie will draft word documents for both the status update report and the assessment plan. Kim suggested that the status update report be preloaded with each major's goals in order to provide context for the update.

Gwen suggested that all CITM reports/information stored in Taskstream be downloaded for all majors so they continue to have access to this information. Laurie is going to download these reports and organize them in the AOL Committee dropbox folder. Chairs and the IB Director will be given access to this folder in dropbox.

4. Assessment in MGT 449 during 2020-2021

Danny stated that the MGT 449 instructors can administer an assessment task in MGT 449 in the fall semester. He will coordinate this with Randika Eramudugoda, the other MGT 449 instructor this fall.

According to the master schedule, the CBA should assess student learning with respect to written communication, social responsibility, and oral communication during the fall 2020 semester. Laurie noted that it is necessary to conduct assessment this fall to collect end-stream measures of student learning but it is not necessary to assess all three of these learning objectives this fall.

Respectfully submitted,

Laurie Miller