Minutes: Assurance of Learning Committee
Date: Thursday, April 21, 2022
Time: 2:15 -3:15 p.m., Online via Microsoft Teams
Present: Ken Graham, Mehtap Eklund, Hannah Han, Laurie Miller, Shishir Paudel
Excused: Anup Menon Nandialath, Gwen Achenreiner

1. Approved minutes of the 03-25-22 meeting with friendly amendment from Graham to change text "assessment of learning task force" to "assurance of learning committee".
   Miller Motion to Approve, Paudel Second, M-S-P (5, 0, 0)

2. Miller provided an update on the ETS Major Field Test administration in the spring semester. The exam, originally scheduled to be administered to all students in MKT 449 on Saturday, April 2nd had to be rescheduled due to unforeseen software issues related to an IT security update that occurred the week the exam was to be administered online. The exam was initially mandatory for all MKT 449 students; however, the subsequent rescheduling of the exam has been on a voluntary basis. Miller has scheduled six different "make up" dates in the evening for students to take the exam. To date, one session of the exam has been administered, where 7 of 12 students scheduled to take it appeared. For the remaining scheduled sessions only 79 of 250 students have signed up for. To incentivize students, the Dean's office is offering five $100 scholarships that will be randomly awarded to students who take the ETS exam.

   Miller suggested we may look into designating one day during an academic semester as "Assessment Day," on which students will be required to attend to take required assessments for CBA assessment purposes. This is something that could be coordinated with the MGT 449 instructors.

3. Miller provided an update on the AOL portion of the AACSB self-study report. She will be working on that report during May and June. She feels confident that she has what she needs from the committee to complete the report.

4. Graham led a discussion with the committee to review our charges for the 2021-2022 academic year. The committee completed the tasks assigned to it with exception of movement on the Social Responsibility LO due to ongoing work with AOL and the CC on the Global LO.

5. Graham led a discussion with the committee to discuss potential charges for the 2022-2023 academic year, which will be presented to the committee by May 10th for review before submission to the Dean's office. Miller offered the following three charges:

   a. Continue work with Core Course Coordinators to ensure assessment is happening in all the core courses per the assessment schedule proposed at the January meeting. 2022-2023 will be a data collection year.
   b. Promote common standards for oral presentations in all core courses. During the Fall 2022 all-college meeting will present common expectations for oral presentations to ensure consistency across the college.

     c. Charge suggested by the Curriculum Committee: Develop and present an assessment plan for writing in the college.

6. Miller recommended the following charge be given to the Curriculum Committee for 2022-2023 academic year: Propose curricular changes to increase coverage of Global environment of business in the core curriculum. This is essential for closing the loop.

7. Graham opened the floor for nominations for committee chair for 2022-2023. There were no nominations put forth. Graham self-nominated to retain role of chair for the next academic year. Miller seconded the nomination. The committee voted 4-0-0 for Graham to retain role as AOL Committee Chair for the 2022-2023 academic year.

Meeting adjourned at 3:06 pm

Next meeting: Tentatively scheduled for May 3rd if necessary via Microsoft Teams.

Respectfully submitted,
Ken Graham