

**Minutes:** Assurance of Learning Committee  
**Date:** Friday, October 15, 2021  
**Time:** 1:00-2:00 p.m., Online via Microsoft Teams  
**Present:** Gwen Achenreiner, Ken Graham, Kim Lyons, Laurie Miller, Anup Menon Nandialath, Shishir Paudel  
**Excused:** Hannah Han

1. Approval of the minutes for the 10-15-21 meeting. M-S-P (5, 0, 0)
2. CITM Canvas site

The Canvas site will be renamed CBA CITM. Laurie to organize the modules by department and year. The first module will include templates and other resources.

3. Assessment in core courses outside of MGT 449

Laurie to meet with William Mass to discuss about assessment in accounting core courses. The problems observed from assessing CBA learning objectives are traced back to the departmental core courses.

Chair/department is responsible for competency in the major (CITM) assessments. The core course (CC) assessment responsibility lies outside of the chair. Laurie to email chair and core course coordinators to remind them about the CITM and CC assessments.

CITM and CC assessments/reporting in the same year could be challenging - CITM and CC reports should be produced alternatively every other year. Moving CITM and CC reporting deadline to February is appropriate. AOL committee to review the tools and evaluate the process to see whether the CITM/CC assessments are on target, whether the assessments are tied to the CBA learning objectives, and to provide guidance on artwork and instrument design.

Anup shared MGT 449 team's plans to develop standard/common set of questions to assess all the CBA learning outcomes every semester. The assessments consist of essay and scenario-based questions spread over different assignments and exams throughout the semester. Students will not know if they are being tested for AOL purposes. The comprehensive and frequent nature of assessments should facilitate tracing back what has gone right/wrong. The assessment instruments will be brought to the committee before implementation. Anup also addressed concerns raised by committee members about the data/grading overload, rubric applicability, and repeating of assessment tasks every semester. The MGT 449 team may apply for CATL grant.

4. Facilitating "closing the loop"

AOL will work to develop a mechanism so as to facilitate "closing the loop" in the core courses. A major challenge with "closing the loop" is to get all the core course faculty on the same page. Some faculty are working on "closing the loop", but the effort is not systematic. In addition to core course coordinator, the committee will try to reach out to all concerned faculty. The issue will be brought to chair/dean level discussions.

The next AOL Committee meeting is Friday, November 19, from 2:30 – 3:30 p.m. via Microsoft Teams.

Respectfully submitted,  
Shishir Paudel