

**Minutes:** Assurance of Learning Committee  
**Date:** Friday, September 30, 2022  
**Time:** 1:00-2:00 p.m.  
**Location:** 2115 Wittich Hall  
**Present:** Ken Graham, Mehtap Eklund, Hannah Han, Laurie Miller, Anup Menon Nandialath, Shishir Paudel

1. Approved minutes of the 04-21-22 meeting with friendly amendment from Shishir to change text "MKT 449" to "MGT 449" under item 2. M-S-P (6, 0, 0)
2. Ken provided a recap of the Core Course Coordinator Retreat in August.

Key highlights: Oral communication results from the fall of 2021 were shared with the Core Course Coordinators. This was followed by a discussion of possible actions that could be taken to improve student learning. The group ultimately decided to create a set of common standards for oral presentations in the CBA.

The common set of standards developed by the Core Course Coordinators is as follows:

- To encourage students to practice more and develop a more authentic way of speaking, they should not use notecards during their presentations and any duplicate screens in the back of the room should be turned off.
- Students should dress professionally for formal presentations. Whether this is business casual or business professional is up to the individual instructor.
- Students should follow best practices in slide design as outlined in the Business Communication textbook. Specifically, slides should contain minimal text.

Laurie will gather information on best practices for slide design from the new Business Communication textbook and will also put together a handout on professional dress that can be shared with other instructors via the AOL Canvas course.

3. Ken provided a recap of the meeting with AACSB PRT Chair David Sollars.

One of the key takeaways from the meeting with David is that the visiting team will expect faculty to be able to articulate 2-3 things that our AOL process has done to improve student learning over the past five years.

The Committee discussed using time at the January meeting to prepare CBA faculty for the site visit and preparing a handout for faculty that would highlight these changes.

AOL committee members should also remind their department members about the information on assessment housed in the AOL Canvas course, so they are familiar with assessment results as well as CITM.

4. Review of Committee Charges for 2022-2023

Ken went through the charges the Committee developed last spring for the current academic year. As of right now there are no additional charges from the Dean's Office.

The Committee discussed how it wants to handle the assessment reports submitted by the Core Course Coordinators under the new assessment process for core courses outside of MGT 449. One possibility would be to review them in a similar fashion to how the Committee reviews CITM reports. The Committee decided that rather than review the reports we would invite Core Course Coordinators to discuss their assessment results at an AOL Committee meeting. Diana Tempski, the Core Course Coordinator for FIN 355, will be invited to share assessment results at an upcoming meeting.

The AOL Committee could then share these results to the college curriculum committee with suggestions for curricular changes based on this assessment work.

5. Competency in the Major requirements for the 2022-23 academic year

CITM assessment reports are due by December 15<sup>th</sup>. The report template is available in the AOL Canvas course.

6. Spring 2022 assessment results in MGT 449

This item was postponed until next meeting.

7. Scoring global assessment artifacts

An assessment task was administered this past spring in MGT 449 to measure student learning with respect to the global learning objective. This work needs to be scored yet this fall so that the assessment results can be included in our self-study report. A norming session is planned for October 21<sup>st</sup> and scoring will immediately follow this. Anup is going to share the student artifacts with Laurie who is going to ask the Dean's Office for student help in preparing the artifacts for scoring. The revised global rubric will be used to score student work.

The MGT 449 instructors also measured critical thinking skills using a series of multiple-choice questions and one open-ended question that were placed on the final exam. Anup will share assessment results from the multiple-choice questions at the next committee meeting. The members of the AOL Committee will be responsible for scoring the open-ended question.

The next AOL Committee meeting is October 28<sup>th</sup> at 1:00 p.m.

Respectfully submitted,  
Laurie Miller  
AOL Coordinator

