

TO: College of Business Assurance of Learning Task Force

FROM: Peter Haried, Chair of Assurance of Learning Task Force

DATE: April 27, 2016

RE: Assurance of Learning Task Force Charges for 2016-2017

The Assurance of Learning Task Force (AOLTF) plays a key role in assessing our college of business undergraduate curriculum. I am pleased to give the following charges to the Committee for the 2016-2017 academic year. The Mission for the College of Business Administration will be the framework for your activities. In addition to your regular business, please accomplish the following tasks:

1. Continue implementing the CBA Undergraduate Assurance of Learning Master Plan. See below:

CBA Undergraduate Assurance of Learning Master Plan, August 2012 Revision

Outcome	Spring of Even years	Spring of Odd years
Critical Thinking	College-wide review	
Communication – written	College-wide review	
Communication – oral		College-wide review
Social Responsibility		College-wide review
Global Context		College-wide review

Notes:

- 1) Competency in the Major is the additional CBA Undergraduate Learning Outcome. Departments measure this each spring of odd years, and the ETS Major Field Test in Business complements department measurements each spring of even years.
 - 2) In the semester(s) prior to the college-wide review, assurance of learning (AOL) measurements take place. In the following academic year, proposed changes are implemented.
2. Be proactive in encouraging faculty development opportunities centered on AOL.
 3. Develop and implement an engaging AOL program to involve CBA faculty at the January 2017 CBA meeting.
 4. Work with the CBA steering committee to develop guidelines and a consistent process to ensure competency in the major assessment is completed in a timely manner.

5. Review Competency in the Major (CITM) Report and CITM Mid-Cycle Reports and provide actionable feedback to programs.
6. Pilot university assessment software to aid in the management of the CBA assessment program.
7. Be proactive in working with student organizations and groups to engage and inform students of the AOL process.
8. Engage with the CBA undergraduate curriculum committee to review CBA learning objectives and rubrics.
9. Evaluate course embedded assessment across both traditional and online delivered formats.
10. Elect the chair of the AOLTF for the 2017-2018 academic year. (Due May 1, 2017).