

TO: College of Business Administration

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

DATE: April 3, 2017

RE: Assurance of Learning Task Force/Committee Charges for 2017-2018

The Assurance of Learning Task Force/Committee plays a key role in assessing our college of business undergraduate curriculum. I am pleased to give the following charges to the task force/committee for the 2017-2018 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 for MGT-449, 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. Develop a position description for the Assurance of Learning Committee Chair
 3. Be proactive in encouraging faculty development opportunities centered on AOL.
 4. Develop and implement an engaging AOL program to involve CBA faculty at the January 2018 CBA meeting.

5. 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.
6. Review Competency in the Major (CITM) Report and CITM Mid-Cycle Reports and provide actionable feedback to programs.
7. Support the implementation and promotion of the university assessment software (Aqua) to aid in the management of the CBA assessment program.
8. Support and encourage CBA programs to adopt Taskstream to streamline assessment reporting.
9. Be proactive in working with student organizations and groups to engage and inform students of the AOL process.
10. Engage with the CBA undergraduate curriculum committee to review CBA learning objectives and rubrics.
11. Work with the MBA director to share assessment processes and procedures
12. Review undergraduate assessment rubrics.
13. Evaluate course embedded assessment across both traditional and online delivered formats.
14. Assign specific learning objectives to core-courses to create a consistent assessment plan.
15. Review the possible creation of learning objective assessment teams for scoring & closing the loop activities.
16. Elect the chair for the 2018-2019 academic year. (Due May 1, 2018).