TO: College of Business Administration

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

DATE: April 10, 2018

RE: Assurance of Learning Task Force/Committee Charges for 2018-2019

The Assurance of Learning Task Force/Committee plays a key role in assessing our college of business undergraduate curriculum. I am pleased to recommend the following charges to the task force/committee for the 2018-2019 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:
- 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.
- 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. Engage with the first-year faculty early in their career to highlight the importance of AOL participation the role of AOL at UWL.

3. Develop and implement an engaging AOL program to involve CBA faculty at the January 2019 CBA meeting.

4. Review Competency in the Major (CITM) Report and/or CITM Mid-Cycle Reports and provide actionable feedback to programs.

5. Continue the adoption, implementation and promotion of the university assessment software (Aqua) to aid in the management of the CBA assessment program.

6. Support and encourage CBA programs to adopt Taskstream to streamline assessment reporting.

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. Review and update undergraduate assessment rubrics as needed.

10. Work with core-course coordinators to demonstrate that assessment data has driven closing of the loop actions throughout core-courses.

11. Continue the implementation and use of assessment teams for scoring & closing of the loop activities.

12. Develop a sustainable plan to demonstrate the link between AOL and the CBA UCC.

13. Ensure AOL data is communicated and shared with all faculty. Develop a marketing plan to promote AOL activities and closing of the loop accomplishments.

14. Elect the chair for the 2019-2020 academic year (Due May 1, 2019).