



Kate Tiedemann College of Business: College
Curricula and Assessment Committee:
Undergraduate

Kate Tiedemann College of Business (KTCOB)

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Undergraduate Curricula and Assessment Committee Meeting : 2007 : 01 : 19

University of South Florida St. Petersburg. College of Business. Undergraduate Curricula and Assessment Committee.

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**University of South Florida St. Petersburg
College of Business
Undergraduate Curriculum Committee**

Meeting Minutes for January 19, 2007

Members Present: Karin Braunsberger (chair), Chris Davis, John Gum, Grover Kearns, Dan Marlin, Rich Moss, Gary Patterson, Bob Thompson. Visitor: Associate Dean Scott Geiger.

The meeting was called to order and minutes of the previous meeting were approved overwhelmingly.

In discussing outcome assessments for AACSB, the following points were stressed:

- where an assessment goal is not met, faculty must indicate what action is to be taken to remedy the unsatisfactory performance,
- outcome assessments can be increased and revised from year to year or the measure for the outcome can be revised,
- where outcome goals are continually exceeded, faculty might question if the assessment is too easy,
- disciplines must now measure and report assessment outcomes each semester.

The committee adopted the following due dates for faculty materials

February 2:

- A master course description (formerly called master course syllabus) for each course taught in the past two years is due based upon the template supplied by Dan Marlin. The course description must match the one in the catalogue.
- A separate list of suggested textbooks for each course taught in the past two years is due.
- Faculty whose courses during the period 2003-2006 have included a service learning component must submit the course date, course number/title, a brief description of the service learning component, and how many students were in the class.
- The ALCs which were measured in Spring 2006 and reported in Fall 2006 have to be turned into the format agreed upon for AACSB's Assurance of Learning Plans.

February 23:

- Each discipline must collect assessments for Fall 2006 and place them in the Assurance of Learning Plan format.

A discussion of how to mirror changes in the Tampa program ensued. It was suggested that we check the minutes of the USF COBA UGCC minutes but timing could present a problem – last minute changes could be made before the minutes were available. It was further stated that Karin Braunsberger would contact the USF COBA UGCC to ask for anticipated changes.