



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

Kate Tiedemann College of Business (KTCOB)

8-24-2011

Undergraduate Curricula and Assessment Committee Meeting : 2011 : 08 : 24

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**USFSP College of Business
Undergraduate Curriculum & Assessments Committee
Meeting Minutes**

Wednesday, August 24, 2011, 10:00 AM, DAV 108 Conference Room

Members: Bill Jackson, Grover Kearns (Chair), Lucie Li, Mike Lockett, Dan Marlin, Todd Shank, Rick Smith, Bob Thompson (ex Officio)

Guests: Dean Ebrahimpour

Dean's Remarks

Dr. Ebrahimpour discussed the importance of documenting the AOL process and closing-the-loop on learning objectives. He also stated that we might ask around regarding software for storing the assessments data.

Election of Chair

Kearns was elected chair.

AOL Plans

Kearns and Thompson will assemble the AOL Plans for 2009/2010, 2010/2011 and the new 2011/2012 plan.

Timelines

Spring ALCs and Gen Ed Assessments must be completed, reviewed and submitted to Dean by September 19, 2011.

The AOL Plan must be completed, reviewed and submitted to Dean by October 1, 2011.

The report to AACSB is due July 15, 2012 and the campus visit is about July, 2013.

Closing the Loop

Using a format developed by Thompson and Kearns, we will document the Closing-the-Loop for the Spring 2010 measures and the Spring 2011 measures. CTL will occur in Fall 2010 and Fall 2011. It was agreed that sufficient documentation exists. A set of learning objectives will be measured again in Spring 2012 and CTL will occur in Fall 2012.

Spring 2011 ALCs

Disciplines have already performed the ALC analysis for Spring 2011. It is important that each discipline review the individual ALCs to determine whether or not the loop has been closed. Specific actions must be noted and the results of those actions measured.

Thompson has requested the appropriate format for the ALCs from Ernie Gonzalez. In Spring 2011, it was announced that the ALCs would be placed into a database for ease of producing records. This was not done.

ALCs will again be created in Spring 2012.

Other

Kearns suggested that all documents have the initials of the creator and the date in the footer. Li suggested that information relevant to assessments be placed on a Blackboard site. Kearns remarked that the Dean had approved the acquisition of cabinets with locks for the assessment materials. Thompson will acquire them and they will be located in the PNM Conference Room.

Next Meeting – Thursday, Sept. 8, 9 a.m.