

Assessment Committee
Minutes
Friday, October 2, 2009
10:00 a.m. Room 3368

Present: P. Katerattanakul, D. Leingpibul, J. Ruhl, K. Sinning, T. Palmer (interim chair),

- 1) Remarks from Interim Dean Samant about the assessment committee's role in academic year 2009-2010
 - a) Provide evidence that the college is "closing the loop" on assessment.
 - i) Seek input from UPC and GPC about changes in core courses in response to assessment.
 - ii) Gather data from course coordinators evidencing changes that had been identified as "intended" in assessment reports submitted to UPC and GPC in March, 2009.
 - b) Provide input to the college's strategic plan. If the college's mission and vision change, then learning objectives may be impacted.
 - c) Review the current assessment timeline and processes and suggest changes for improvement.
- 2) Committee reviewed the Assessment Reports that were submitted to UPC and GPC in March 2009.
 - a) DLOs were noted where faculty identified intended changes in course content as a result of failing to meet criteria.
 - b) Committee members were asked to meet with course coordinators where intended changes were identified. Course coordinators will be asked to provide documentation that intended changes have actually been implemented.
 - c) Documentation will include a statement from the faculty implementing the change about what specifically has changed. They will also provide supporting evidence such as revised course syllabi, new case studies, PowerPoint slides, and identification of a new text book.
 - d) Assessment committee members will submit evidence of course changes in pdf files to Dr. Palmer by October 23.
 - e) Dr. Palmer will collate data from assessment committee members into two tables (BBA and MBA) and will forward all materials to Interim Dean Samant by October 31, 2009.
- 3) The committee discussed our need to review process issues associated with HCoB's assessment plan this year (e.g., clarifying ambiguous learning objectives, continuous improvement in classes that are meeting criterion, etc.). This will commence after October 31.
- 4) HCoB's assessment timeline was reviewed and members were asked to meet with course coordinators to ensure assessments are taking place.
- 5) Dr. Palmer will distribute the most recent graduating senior exit survey (December, 2008) and its results.
 - a) Committee will review the exit survey and make suggestions for additions or deletions prior to its implementation in December, 2009.
 - b) The survey will be implemented in both Fall (2009) and Spring (2010) semesters.
 - c) Committee will investigate moving toward an online exit survey (e.g., Zoomerang).
- 6) Next meeting scheduled for October 23, 2009 in 3368.
- 7) Meeting adjourned 11:45.