

Assessment Committee  
Approved Minutes  
Friday, October 23, 2009  
10:00 a.m. Room 3368

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

- 1) Discussed materials submitted from course coordinators showing evidence of “closing the assessment loop.”
  - a) Drafts of the BBA and MBA reports are nearly complete and will be submitted to Interim Dean Samant by October 31, 2009.
- 2) Assessment committee members should ensure that course coordinators review the assessment timeline so that assessments are completed on schedule.
- 3) Reviewed results of the BBA exit survey completed by graduating seniors in Fall 2008. Dr. Sinning will compile the strengths and weaknesses by overarching categories to aid interpretation. Results will then be forwarded to UPC.
- 4) Discussed proposed edits to the BBA exit survey that will be administered this semester. Questions were added about the Career Center. Open-ended questions were expanded to focus students on strengths and weaknesses of the BBA program.
- 5) Dr. Palmer will check with MBA faculty to see if there is an HCoB MBA exit survey available. Assessment committee’s task at the next meeting is to create this instrument for distribution prior to the end of the Fall, 2009 semester.
- 6) Next meeting scheduled for November 6, 2009 in 3368.
- 7) Meeting adjourned 11:00.