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Undergraduate Curricula and Assessment Committee Meeting : 2011 : 01 : 18

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

Tuesday, January 18, 2011, 10:00 AM, Piano Man Conference Room

Members: Grover Kearns (Chair), Mary Jo Jackson (ex Officio), Mike Lockett, Sharon Segrest, Alison Watkins

Absent with Apologies: Rick Smith, Bill Jackson (ex Officio)

Guests: Dean Maling Ebrahimpour

Actions: The following motions were made and passed.

Motion 1: The COB will adopt a revised schedule for the Assessment of Learning Plan (AOL) as suggested by Mary Jo Jackson (see below). Motion passed.

Y3 Spring 2011

ETS Graduate
ETS Undergraduate

Fill in measurement gaps early in semester to be used in March reporting

March – Report AOL measures – make specific recommendations to be implemented in Fall 2011

Y4 Fall 2011 (Close Loop)

Implement changes / Document implementation

Measure at end of semester

Y4 Spring 2012

Document continued implementation of changes

Report AOL measures – make specific recommendations to be implemented in Fall 2012

Y5 Fall 2012 (Close Loop)

Implement changes / Document implementation

Measure at end of semester

Prepare and submit Fifth Year Maintenance Report

Y5 Spring 2013

Visit

Motion 2: The following schedule of activities will be adopted. Motion passed.

AOL Plan 2011 – MJ Jackson will send letters to all participants by January 24 including rubrics and instructions where applicable (copy to Kearns). Request that all evaluations and support files be sent MJ Jackson. Participants to keep a copy of the files.

Course Input/Output Analysis. Each discipline representative will mail the spreadsheet and instructions to all faculty who will perform the analysis. Each discipline representative will collect the worksheets into one spreadsheet and send to Kearns by March 7. Kearns will assimilate all worksheets and provide a binder with analysis by discipline by March 23.

Academic Learning Compacts by Disciplines – All disciplines will email the set for all courses to Kearns by March 23. The format will be supplied by MJ Jackson based upon a conversation with Ernie Gonzales.

ETS – The ETS will be performed in the capstone classes by March 1. MJ Jackson will coordinate.

Skills Assessments - All disciplines will email the set for their discipline to Kearns by April 8.

Global Business Program – The materials for presentation to the Undergraduate Council should be available for review at the next UGC meeting.

Motion 3: All materials related to accreditation and assessments will be centralized in one location including supporting work papers, AOL plans, communications, Academic Learning Compacts, surveys, skills assessments and other related materials. Under the purview of the dean, the materials will be kept under lock and key and will be reasonably available to all faculty and staff performing assessment activities. Copies of all plans and supporting materials will be scanned and copied to a separate server for security. Motion passed.

Remarks by COB Dean: Dean Ebramimpour expressed concern that all assessments activities be completed this semester and that we close the loop two times on the Assurance of Learning Plan by 2012. He stated that we need to perform the input/output analysis of knowledge, skills, and abilities (ksa's) for each course with special attention to the core classes. This analysis will allow us to determine (1) if expectations for ksa's from prerequisites are being met, (2) what ksa's are being produced by our courses and what overlaps and/or gaps exist. He also noted the need for each discipline to evaluate their current courses to determine if the objectives were aligned with the needs of the external environment and, in this goal, to perform a detailed assessment of what ksa's were appropriate for each discipline. He also noted that all of the assessments for the AOL plan could not be measured in the capstone classes and we should seek out alternatives. Finally, he introduced Mary Jo Jackson as the new assessments coordinator for the COB. She will serve in an ex officio capacity on the committee.

New AOL Plan: Kearns stated that the 2010-2012 AOL Plan was complete. Copies will be made available by the next meeting. Kearns asked Jackson if she would notify the faculty who are responsible for providing measures this semester of the dates and information required. The measures should be performed and evaluation made this semester.

Academic Learning Compacts: Jackson stated that we should measure in the fall and close the loop in the spring. We need to emphasize two points. First, assessments should result in changes and/or improvements to course objectives. Faculty should not simply clone past ALCs. Second, evaluations of measures (or objectives) should result in Actions (plans to correct deficiencies) and this again should be measured to determine if the Actions were successful. This constitutes closing-the-loop.

ETS Testing: Watkins pointed out the students had paid for ETS testing in the capstone class. Also, any changes to the testing schedule must be reflected in the catalog. We cannot change the schedule for Spring 2011. Jackson noted that we should perform the ETS testing earlier and would speak with the capstone class instructors to arrange a suitable date.

Course Input/Output Analysis: Each discipline will perform a course Input/Output analysis to identify major ksa's students should possess coming into the course and the sources (prerequisite courses). The outputs will be the ksa's acquired and the targets (inputs to other courses or not defined). A spreadsheet containing a template will be sent to all coordinators for distribution to faculty. All of the worksheets will be assembled into one document and analyzed for overlaps and gaps. (Note: This had been approved earlier by the committee and reviewed by the dean.)

Skills Assessments: Each discipline will be responsible for an assessment of the ksa's students' should possess with a baccalaureate degree in the major. The ksa's can reflect various sources: Survey of Employers, Other Institutions, Academic Articles,

Online Sources, etc. We might perform a survey at a future entrepreneurship meeting.

Survey of Area Employers: The Accounting Survey is still in IRB. The survey for management, marketing, finance and information systems is almost ready for review.

Global Business Program Subcommittee: We need to present the new program to the Undergraduate Council at the next meeting. We will request that the CBC recognize and member a subcommittee with Sharon Segrest as chair to focus on the application.

Adjournment and Next Meeting: The committee adjourned at noon. The next meeting is Tuesday, February 1 at 10 a.m. in Piano Man. At that meeting, the committee will discuss the skills survey, progress on the AOL plan, ALCs, and maintenance of the accreditation timeline.