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Undergraduate Curricula and Assessment Committee Meeting : 2010 : 12 : 01

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

Wednesday, December 1, 2010, 10:00 AM, Piano Man Conference Room

Present: Grover Kearns (Chair, Associate Professor), Bill Jackson (Associate Dean, ex Officio), Mike Lockett (Associate Professor), Sharon Segrest (Assistant Professor), Todd Shank (Associate Professor), Rick Smith (Associate Professor), Alison Watkins (Associate Professor, ex Officio)

1. Review and Approval of Minutes from 11/17 meeting – Minutes were approved without change.

2. Status of Spring 2011 AOL Plan – Kearns distributed the updated plan with the measures from Spring 2010. The results were discussed. Kearns stated that he would update the plan based on the discussion and distribute it to members. The updated plan was distributed. It was noted that, in the future, results for accounting students need to be identified separately. An electronic vote for the updated Spring 2011 Plan was five in favor and one abstention.

3. Academic Learning Compacts (ALCs) – Dean Ebrahimipour has requested all disciplines provide the ALCs in a new format for the periods 2008/2009 and 2009/2010. The new format had been requested by the Regional Vice-Chancellor. It is essential that the actions for each outcome be noted. These actions are based upon the results of the outcome measurement and represent the continual improvement for the outcome.

4. Planning Process Problems – Lockett noted that the College of Business needs a coordinator for the overall assessments process. In the past, this function was supported by Jennifer Waggoner and Barbara Higel. Kearns noted the need for centralized retention of all assessment records including work-papers and the necessity for keeping the records under lock and key. Currently, summary records are on shelves (not locked) in the Piano Man Conference Room which is not locked and is accessible by all faculty, students and maintenance personnel.

5. Survey Skills by Disciplines – Most disciplines have completed their entry of skills into the survey tool.

6. Next Meeting & Adjourn – The meeting adjourned at 11:45 a.m. Our next meeting will be in the third week of January.