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Undergraduate Curricula and Assessment Committee Meeting : 2015 : 03 : 23

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

Monday, March 23, 2015, 11 am, Piano Man Conference Room

Members: Rebecca Harris, Bill Jackson , Grover Kearns (Chair), Lucie Li, Mike Lockett, Dan Marlin, Todd Shank

Guest: Julie Harding

Actions:

Approval of Minutes Jan. 26 Meeting: Approved unanimously

Process for Archival of Assessment Materials: Approved unanimously

Change to Goals for AOLs: Approved unanimously

Change to Leadership Skills: Approved unanimously

Changes to MAN: Approved with 6 in favor and 1 opposed.

Discussion:

Status of Spring 2015 ALCs: Kearns asked that members summarize the ACLs into the proper columnar format and provide to all members of the discipline for approval. Send columnar format to Kearns and Thompson.

Status of Fall 2014 AOLs: Kearns will check with Thompson and inform committee members of status.

Process for Archival of Assessment Materials: Kearns suggested all assessment materials (ALCs, AOLs, and Quality Reviews) be saved to the Q: drive under COB/Assessments. We have encountered problems in the past in which documents have been lost.

Change to Goals for AOLs to Align with Strategic Plan: Discussion led to the attached changes and the new 2015/2016 AOL Goals Matrix (attached).

Change to Leadership Skills (for Syllabi) to align with Strategic Plan: Discussion led to the attached changes. Kearns will have the new format sent to all faculty members so they can add it the Fall 2015 syllabi.

Change to POA to reflect removal of prerequisite: Kearns stated that the Program of Accountancy is considering making Intermediate III a required course. The program

requirements would remain at a total of 24 credit hours but would now be 21 required hours and 3 elective hours. Discussion pointed out that this would make the program less flexible and that it would not conform to Tampa's accountancy program. Kearns will return to the POA for further consultation.

Changes to MAN (see summary below): Marlin presented planned changes to the Management program including dropping two courses that have not been offered in recent years and addition of a new course.

Other Business: Bill Jackson wished to go on record to express his disappointment that USFSP remained only one of two state universities that did not accept any Entrepreneurship courses as electives in the Management major.

Adjourned at 12:15 pm. Next meeting to be announced.

Gsk: attachments

REVISED VERSION (To be added in Fall 2015)

KEY LEADERSHIP SKILL(S) AND PERSPECTIVES ADDRESSED IN THIS COURSE:

Written and Oral Communication	Information Technology Skills	Innovation and Critical Thinking	Ethics and Sustainability	Global and Multicultural Competence
0 (a)	4 (b)	23 (c)	3(e)	0

SUMMARY OF CHANGES TO MANAGEMENT COURSES

The MAN area will be proposing some changes to our major at the next UCAC meeting. These changes are largely based on the results of our Quality Review (which I have to finish writing up). A summary of the changes is as follows:

- 1) We will now provide a specific list of courses that students can take as electives.
- 2) We are adding a course that we have been offering as a selected topics and that is already on the books in Tampa.

MAN 4063 Management Ethics (3) BA MKT

PR: MAN 3025. Examines moral and ethical responsibilities of managing organizations at the personal, interpersonal, and organizational level.

- 3) We are removing two courses from the catalog that have not been taught in 3 plus years and that we will not be offering in the future.

MAN 3401 Industrial Relations (3) BA MAN

Conceptualization of the administrative problems arising from unionization. Emphasis on the relationship between management and employee representatives in private and public employment.

MAN 4804 Small Business Management Counseling (3) BA MAN

PR: MAN 4802 or CI. Field application in small business settings by (a) analyzing an on-going small business and developing recommendations for making improvements; or (b) conducting a feasibility study for a new enterprise and developing a strategy for implementation if favorable.

Assurance of Learning Undergraduate Learning Goals Matrix for 2015/2016

USFSP, College of Business, Undergraduate Curriculum & Assessments Committee

Program Learning Goals	How	When	Where	Who/ Status
<u>Learning Goal #1</u> Our students will produce quality oral presentations and written assignments.				
Objective 1 Students will demonstrate effective writing skills.	Written Assignment Written Communication Rubric	Fall 2015	GEB 4890	Geiger/Thompson
Objective 2 Students will deliver an effective oral presentation on a business topic.	Oral Presentation Oral Communication Rubric	Fall 2015	GEB 4890	Marlin/Thompson
<u>Learning Goal #2</u> Our students will understand general and discipline specific business concepts.				
Objective 1 Students will demonstrate knowledge and ability to apply general business concepts.	Extra credit questions from all disciplines	Fall 2015	GEB 4890	Marlin
Objective 2 Students will achieve the discipline specific learning outcomes described and measured by the Academic Learning Compacts.	As indicated in the Academic Learning Compacts	Spring 2016	As indicated in the ALC's	All Departments

Learning Goal #3

Our students will demonstrate proficiency with using appropriate information technologies.

Objective 1

Students will be proficient in the use of database and spreadsheet software.

Skills assessment

Fall 2015

ISM 3011

Collins, Li

Objective 2

Students will be able to access and obtain information using Internet resources.

Skills assessment

Fall 2015

ISM 3011

Collins, Li

Learning Goal #4

Our students will demonstrate the use of innovative and critical thinking decision-making skills.

Objective 1

Students will apply innovative and creative solutions to business decision-making scenarios.

Written Assignment
Critical thinking Rubric

Fall 2015

tbd

Marketing

Objective #2

Students will solve business problems using appropriate quantitative and analytical techniques

tbd

Fall 2015

QMB 3200

Corton, Gum

Learning Goal #5

Our students will demonstrate knowledge of ethical and sustainable business practices.

Objective #1 Students will apply an ethical framework to dilemmas in specific business cases.	Written Assignment Common Rubric	Fall 2015	GEB 4890	Geiger/Thompson
Objective #2 Students will identify environmental, social and government issues that impact business decisions.	Written Assignment Common Rubric	Fall 2015	GEB 4890	Geiger/Thompson

Learning Goal #6

Our students will possess and demonstrate a global perspective of the business environment.

Objective #1 Students will demonstrate an understanding of the global business environment.	Written Assignment or Exam	Fall 2015	GEB 4890	Marlin/ Thompson
Objective #2 Students will be able to evaluate the impact of cross cultural differences on an organization's business strategy.	Written Assignment or Exam	Fall 2015	GEB 4890	Marlin/ Thompson