Present: J. Saini, B. Sagara, D. Yaman, T. Palmer, J. Penner, A. Rea, A. Abdul-Muhmin

Excused: T. Edmonds, C. Stamper

Agenda:

Procedural items

1. Acceptance of the agenda
2. Approval of Feb 1, 2013 minutes

Discussion items

1. Spring 2013 data collection
2. Assessment grant application
3. BBA exit survey revision
4. Assessment of information technology in functional business knowledge
5. Sharepoint project update - Rea
6. Assurance of learning reports for calendar year 2012
7. Other matters

Discussions:

1) Approved agenda.
2) Approved minutes of Feb 1, 2013 meeting. Palmer and Penner abstained since they did not attend the meeting.
3) Spring 2013 data collection
   • Abdul-Muhmin reminded champions to endeavor to collect data for those goals/objectives that are scheduled for assessment in spring 2013.
4) Assessment grant application
   • Yaman briefed members about a grant application she put together to seek University funding for piloting the ETS major field test in business in our BBA and MBA assessment programs. The draft application had earlier been sent to Stamper and Abdul-Muhmin for
comment and input. Abdul-Muhmin to forward the same to all members for review and input.

5) BBA exit survey revision

- Members discussed a revision of the BBA exit survey proposed by a sub-committee consisting of Sagara, Palmer, and Abdul-Muhmin. The three had earlier worked to substantially revise the survey to incorporate indirect measures of the BBA learning goals/objectives as well as feedback on newly established HCoB centers.

- After several rounds of discussion and suggestions, members agreed on a final version that Palmer volunteered to finalize and administer in BUS 4750.

6) Assessment of Information Technology in functional business knowledge

- During the work on revising the BBA exit survey, the three-member committee was faced with a challenge of having to ask questions about information technology knowledge in two places - under the information technology learning goal and under the functional business knowledge learning goal. This raised the related issue of whether we should be assessing information technology knowledge and application as part of functional business knowledge at all, given that this is being assessed under the information technology learning goal.

  The matter was brought to the attention of members, and after a lengthy discussion, the general view was that it is probably not necessary to assess the same thing in two different places.

7) Sharepoint project update

- Rea gave an update of the sharepoint project, informing members that the project is nearing completion and will be ready for roll-out by fall 2013.

8) Prior to the meeting Abdul-Muhmin had circulated draft assessment reports (BBA and MBA) for calendar year 2012 to members for review and feedback. However, due to time limitations the reports could not be discussed. He therefore reminded those who had not yet provided feedback to send him written feedback for the reports to be finalized.

9) The meeting adjourned at 12:00 noon.