Haworth College of Business

Minutes
Assurance of Learning Council (ALC) Meeting
Friday, Sept 20, 2013
Room 3150 SCH
10:00 am – 11:30 noon


Excused:  J. Saini, J. Penner

Agenda:

Procedural items
1. Acceptance of meeting agenda

Discussion items
2. Plans for the academic year 2013/14
3. AACSB visit
4. Sharepoint project update - Rea
5. Assessment grant and ETS tests - Yaman
6. Standardizing roles and responsibilities of learning goal champions
7. BBA/MBA exit survey results
8. Other matters

Discussions:

1) Motion to accept agenda passed.

2) Abdul-Muhmin asked members to welcome Stacey Fitzsimmons to the council. She is taking over as goal champion for Leadership and Team Skills as Palmer moves over to champion the Ethics and Sustainability goal.

3) Plans for 2013/14 – Stamper informed members that per decisions made last year and communicated to AACSB in the Maintenance of Accreditation report, 2013/14 will be a time for reflection on the baseline assessment data collected under the new assessment system. It is expected that learning goal champions will convene faculty subgroups to make sense out of the data we have so far and make recommendations for improving both our curricula and assessment system. She indicated that because of the focus on reflection, we may not need to collect data this year for most of the learning goals. Exceptions are sustainability and critical thinking for which we need additional data.
There was a very healthy discussion on these two issues. On the suggestion to convene faculty subgroups for interpreting the data, Palmer wondered why we can’t have conversations about the data within ALC rather than seek faculty groups for the discussions.

On stopping data collection for this year, members expressed concern about the timing, particularly given the relatively fragile assessment system we have in place. Palmer argued that stopping data collection now would make sense only if we had a strong assessment system that did not rely on efforts of a few dedicated faculty. Besides, Rea pointed out, given all the effort invested over the past year to make data collection easy (cf. the Sharepoint and Dashboard project) we will be sending the wrong message if we suddenly stopped collecting data even before those systems go live.

Eventually there was agreement to collect data this year just as we used to do, even as we reflect on data we have collected the past year. This will allow us to: (a) test the new electronic data collection system, and (b) ensure that faculty stay on track with data collection - now that they are becoming used to collecting assessment data, we don’t want them to break the “habit”.

4) AACSB visit – Stamper reminded members of the upcoming AACSB Maintenance of Accreditation review team visit. She distributed a schedule for the visit and hard copies of the assurance of learning section of the Maintenance of Accreditation. The team will meet with ALC on Monday, October 28, 2013 at 10:30 am.

5) Sharepoint Update – Rea gave members an update on the Sharepoint project. He indicated that the program is expected to go live this semester.

6) Assessment Grant and ETS tests – Yaman informed members that she had been awarded the assessment grant, and has ordered the ETS tests that will be used to pilot assessment of foundation business knowledge at both the undergraduate and MBA levels.

7) Roles and Responsibilities of Goal Champions – Stamper reminded champions that it is not their responsibility to actually go into classes to collect assessment data. She indicated this is an extra burden that goal champions should not have to carry. Rather their responsibility is to work with faculty to facilitate the data collection process. So in classes where assessment is done with rubrics, the rubrics should be given to the faculty to fill out themselves and return to the goal champion for collation and analysis.

8) BBA/MBA exit survey results – Abdul-Muhmin informed members that he had prepared and submitted exit survey results to the Career Center, Communications Center, and Advising Office and circulated sample copies for members to look at. Given that the revised exit survey now includes indirect measures of learning goals and objectives, he wanted discussion on how to incorporate these results into the direct measures already being collected through rubrics and in-class exercises and exams. However, copies of relevant results he circulated turned out to be incomplete, so the discussion could not take place.

9) The meeting adjourned at 12:00 noon.