Agenda
Assurance of Learning Council (ALC)

Friday, March 14, 2014
Room 3150 SCH
9:00 – 10:30 AM


Excused:  S. Fitzsimmons, C. Stamper

Procedural items
1) Acceptance of agenda
2) Approval of minutes of February 21, 2014 meeting

Discussion items
3) ETS field test update
4) Discussion and review of assessment process/timeline
5) Dashboard update
6) Draft assessment report for calendar year 2013
   a) Summary of executive summaries
   b) Curriculum changes and other close-the-loop initiatives
   c) Learning goals in exit survey results – how to integrate with direct assessment results
7) Other matters

1) Meeting Agenda
   • Yaman requested a slot on the agenda to update council on ETS field study, and Rea requested a slot to update council on Dashboard project.
   • Both requests granted
   • Motion to accept agenda passed.

2) Minutes of February 21, 2014 meeting
   • Rea pointed out correct designations for program assessment coordinators P. Katerattanakul (TIM) and B. Han (HiiM) in draft minutes of February 21, 2014 meeting.
   • Palmer requested inclusion of S. Fitzsimmons in list of departmental/program assessment coordinators as she is coordinator for MGMT. Mumuni pointed out that he, Rea and Yaman are also coordinators for MKTG, BIS, FIN respectively. A suggestion was made to include ALC members who are also coordinators as a separate line item in the minutes.
• Motion to approve minutes subject to requested changes passed.

3) ETS Update

• Yaman informed council that she had received final results of the ETS field test. She will compile and forward the same to Mumuni for distribution to council members.

• She recommended that the Associate Dean for Undergraduate Programs and Assessment constitute a cross-departmental task force to look at the results and make recommendations for moving forward. She will prepare a write-up of her recommendation, including among others, what task force members should be charged with.

4) Assessment Process Timeline

• Following a previous suggestion by Palmer, the current assessment process and timeline was discussed with a view to reviewing it to accommodate changes that have taken place in assessment structure and processes at the college since the document was last prepared.

• Sagara raised a concern about the fact that currently UPC & GPC have until April 30 to provide feedback on the previous year’s assessment report. She noted that this almost guarantees that no action will be taken on their feedback until the fall, which is undesirable.

• Rea suggested that since the dashboard is expected to speed up assessment data collection, it may be a good idea to wait with the revision of the process/timeline until the dashboard system roll-out is completed.

• After additional discussions, council agreed to hold off with the revision until after the decision to approve and fully fund the dashboard project.

5) Dashboard Update

• Rea informed council that currently four processes have been completed in the dashboard project. The remaining three processes (critical thinking, common business knowledge, and teamwork) are goals for which assessment is through mechanisms other than traditional rubrics.

• A lengthy discussion ensued about how to capture data for these goals in the dashboard. Rea and his team will figure this out through discussions with the respective goal champions.

• Palmer suggested that provision be made in the dashboard for instructors to provide open-ended comments about the assessment outcomes after they have input their data. However, since instructors may not know at the time of data input if their class meets the benchmark, there was a further suggestion to create an electronic version of the executive summary template. Goal champions will complete this online, and it will be accessible by instructors who collected assessment data. No decision was made on this recommendation, so it could be revisited during our next meeting.
6) Assessment Report

- Council discussed the summary of assessment outcomes for 2013 and results of the BBA exit survey, which now contains indirect measures of students’ performance on the BBA learning goals. Council noted the following:
  - The exit survey results provide a nice complement to the direct assessment results.
  - Used in conjunction with the ETS field test, the exit survey results could replace direct assessment of common business knowledge, which is currently a very difficult goal to assess.
  - Council needs to work out a mechanism for integrating the exit survey results into the assessment system.

7) Other matters

- Saini suggested that we modify our assessment data collection system such that only some goals are assessed during some semesters rather than the current system of assessing all goals during all semesters.
- The suggestion will be on the agenda for discussion during the next council meeting. In the meantime, Mumuni suggested that since the next council meeting is in April, it is a good idea to plan on collecting data for the current spring semester just in case the council decides otherwise.

The meeting adjourned at 10:30 am.