Assurance of Learning Council (ALC)

Minutes of Meeting Held on
Friday, Sept 19, 2014
Dean's Conference Room (2150 Schneider)
12:00 – 1:00 PM


Excused:  J. Penner, S. Curkovic

Procedural items
1)  Acceptance of agenda
2)  Approval of minutes of March 14, 2014 meeting

Discussion items
3)  Welcome
4)  Communication items
5)  2013 BBA and MBA assessment reports
6)  Proposed revision to assessment timeline
7)  Assessment plans for fall 2014
8)  Other matters

Discussions
1)  Motion to accept agenda moved by Razi, seconded by Palmer. Motion passed.
2)  Motion to accept minutes of March 14, 2014 meeting moved by Palmer, seconded by Arugaslan. Motion passed.
3)  Welcome - Mumuni introduced and welcomed new Council members Razi (replacement for Rea) and Arugaslan (replacement for Yaman), and informed Council that Curkovic (replacement for Fitzsimmons) could not attend due to an out-of-town commitment. Stamper asked what goal Mumuni will champion after he steps down as chair - and Razi takes over - in December, since Mumuni is not from the IT area and will not be a natural champion for the Information Technology goal. Council tentatively agreed to have Razi and Mumuni work out a solution.
4)  Communication items – Mumuni briefed Council on the outcomes of two issues that a sub-committee (consisting of Palmer, Rea, and Mumuni) was charged during the meeting of April 4, 2014 to address:
   a)  Draft a memo to the Dean requesting that responsibility for administering the BBA and MBA Exit surveys be moved from the Council to another college unit. A copy of the letter was distributed to members, a short discussion ensued, and Stamper volunteered to follow-up with the Dean on her response to the request.
b) Revise the college assessment timeline to ensure that feedback on the assessment reports is received from UPC and GPC before the end of each academic year. Mumuni circulated a draft of the revised timeline proposed by the sub-committee.

Mumuni also informed Council of his plan to request a slot in the agenda of the upcoming All-College meeting to present the fall 2013 assessment outcomes. However, after a short discussion this was ruled out as an option because the agenda was already packed.

5) **2013 BBA and MBA assessment reports** – Mumuni informed members that 2013 BBA and MBA assessment reports have been forwarded to UPC and GPC respectively. He had earlier circulated electronic copies of the reports to members. Council discussed other options for communicating the assessment outcomes to college faculty in the absence of an opportunity to present at the All-College meeting. Stamper suggested presenting the results at departmental meetings, but no concrete decision was taken.

6) **Proposed revision to assessment timeline** – After a short discussion, Council unanimously voted to adopt the draft revised timeline proposed by the sub-committee. The new timeline is included as an appendix to these minutes.

7) **Assessment plans for Fall 2014** – Mumuni asked goal champions for their assessment data collection plans for fall 2014 with the following outcome:

   a) Global and Sustainability will collect data in fall 2014, although sustainability may have some gaps.

   b) Communications will not collect data in fall 2014. Sagara indicated a desire by the communications faculty to revisit the entire assessment process in light of what they have learned from the assessment data collected up until now. She hinted at the possibility of returning to the old system that was based on statistical sampling.

8) **Other matters**

   a) Sagara floated the idea of instituting an award at the college level to recognize the contribution of faculty who enthusiastically facilitate assessment data collection. Council thought it was a great idea and briefly discussed what forms it might take, including e.g. a plaque, monetary award, etc. Stamper to explore the issue with the Dean.

   b) Council briefly discussed assessment of critical thinking and noted that ACTY 4110 may not be the ideal place to assess the goal since the course is not a college core course. Members suggested that we revisit the course/assessment matrix during the next meeting.

   c) Members agreed to stick to the current meeting time (Friday at 12 noon) for the next 2-3 meetings of the semester. The next meeting dates will be October 10th and November 14th, with December 5th as a back-up date if needed.

9) The meeting adjourned at 1:20 pm.
# HCOB ASSESSMENT TIMELINE

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<tr>
<th>ACTIVITY</th>
<th>DUE BY</th>
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<tr>
<td>1. Goal champions meet with faculty to determine responsibility for metrics for the next year.</td>
<td>Before start of calendar year.</td>
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<td>2. Assessment outcomes from the prior year to faculty who taught the courses.</td>
<td>Early January</td>
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<td>3. Goal champions send complete assessment files and executive summaries for each learning goal to ALC chair</td>
<td>January 31</td>
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<td>4. ALC chair reviews all executive summaries, prepares assessment reports, and distributes as follows:</td>
<td>February 28</td>
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<td>- BBA report to chair of the UPC, Associate Dean for Undergraduate Programs and Assessment, and Dean</td>
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<td>- MBA report to chair of GPC, Associate Dean for Operations and Graduate Programs, and Dean.</td>
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<td>5. ALC representatives meet with UPC and GPC during their March meetings to review results and solicit their feedback</td>
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<td>6. ALC reviews feedback and make recommendations as necessary</td>
<td>April</td>
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<td>7. ALC reviews the Assessment Schedule and Assessment Process and revises them, if necessary.</td>
<td>Before the start of the calendar year.</td>
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