Assurance of Learning Council (ALC)

Meeting Minutes
Friday, April 24, 2015
Room 3250 Schneider
10:00 – 11:30 AM

Present: O. Arugaslan, S. Curkovic, J. Penner, M. Razi, B. Sagara, J. Saini, C. Stamper

Procedural items
1) Acceptance of agenda
   ➔ Penner moved the motion to accept the agenda, Saini seconded. Agenda Passed.

2) Approval of minutes of March 18, 2015 meeting
   ➔ Arugaslan moved the motion to accept minutes of March 18, 2015 meeting, Penner seconded. Minutes passed.

Discussion items
3) Assessment Award Update – Razi/Stamper
   ➔ Update provided by Razi and Stamper. Discussion was on whether to award cash or use a perpetual plaque. The decision was to use a perpetual plaque.

4) 2014 Assessment Report: Comments by UPC
   ➔ Razi attended UPC meeting held on March 25. UPC agreed to work on the following two items:
      1. A new sophomore-level two credit hours communications course that would reinforce writing skills taught in freshman-level writing courses.
      2. An Exit exam that would test student’s knowledge in all core areas. It could be packaged in a 1 Credit Hour course.
   Razi agreed to follow up with Jennifer on the above items.

5) Comments by Course Coordinators.
   ➔ Razi presented a typed copy of comments by Course Coordinators in ALC’s March 18 meeting. Following discussions and/or information sharing pursued:
      1. There was a discussion regarding whether trading room could be used by CIS 1020 and CIS 2700 courses. Razi agreed to get BIS Dept. Chair Mike Tarn’s attention on the prospect.
      2. MGMT 2500: Two new professors are joining in September, Management Department plans to wait for them to settle in and then discuss how to assess team work. There is also a possibility that MGMT 2500 master syllabus will be updated.
      3. FIN 3200: Arugaslan agreed to provide comments.
      4. BUS 6150: Jagjit agreed to provide comments.
      5. BUS 4750: Instructors meet regularly. Grade distributions are analyzed, teamwork dimensions are assessed and improvements to the syllabus are done whenever necessary.
6. BUS 2200: Instructors and the course coordinator for the course are reasonably satisfied with the way the courses have been offered and taught. Razi commented that it was too early to pass judgment on Global business understanding.

7. New sophomore level course was still in UPC and had not been shared with the curriculum committee. UPC was 100% behind the course, that it had gone through many modifications within that committee over the past few years, and that it was scheduled to be discussed at the UPC’s April 2015 meeting.

6) Assessment Action Items for Fall 2015 and Spring 2016.
   ➔ Following Action Items mentioned by Razi:
   1. Data Collection in Fall 2015. We must close the gaps in data collection.
   3. Prepare a complete MAP of Assessment Process.
   4. Continuous improvement of Learning Goal/Course Assessment matrix.

7) Other items/input from council members.
   ➔ No item added to the agenda.

8) Closure.
   ➔ Saini moved the motion to adjourn the meeting, Sagara seconded. Meeting adjourned at 11:05 AM.