Assurance of Learning Council (ALC)
Meeting Minutes
Friday, March 18, 2015
Room 3350 Schneider
12:00 – 2:00 PM


Procedural items

1) Acceptance of agenda
   ➔ Alhassan moved to accept the agenda, Palmer seconded. Agenda Passed.

2) Approval of minutes of February 13, 2015 meeting

Discussion items

3) Assessment Award Update
   ➔ Razi announced that Barbara Caras-Tomczak was the only nominee for the award. Quraeshi asked if current ALC members could be nominated for the award. Palmer and other ALC members commented that it would not look good if ALC rewards own members.

4) 2014 assessment report summary
   a) Comments by Goal Champions are summarized below:
      i) Data collection challenge: Goal Champions need help from faculty in their data collection effort.
      ii) There are no coordinators for MBA core courses.
      iii) Need to have MBA goal champions attend GPC meetings.
      iv) Global Business: In addition to Dr. Quraeshi, other faculty need to participate in assessing global business learning objective.
      v) There is no professional communications class.
      vi) At the beginning of Fall 2015, Palmer may be requested to provide a brown-bag presentation on teamwork software CATME.
      vii) For a multi-section core course, coordination needed among instructors teaching different sections of the course so that a consistent and common syllabus is used in each section.
b) Comments by Course Coordinators are summarized below:

i) Faculty and students should be encouraged to use CATME if there is a team project component in the course. Cases and/or simulations may be used to evaluate learning goals.

ii) One Master Syllabus for a multi-section course. Get buy in from the instructor group teaching a multi-section course. Old cases should be phased out.

iii) Syllabi need to be uniform and synchronized. Core courses must be taught in similar manner, hard to assess when different professor teach same course differently.

iv) Not enough stations in the trading room.

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

6) Adjournment.
   ➔ Alhassan moved to adjourn the meeting, Palmer seconded. Meeting adjourned at 1:42 PM.