
Excused: T. Edmonds

Agenda:

Procedural items
1. Acceptance of the agenda
2. Approval of minutes of Nov 2, 2012 meeting

Discussion items
1. Updates from learning goal champions
   a. Spring assessment data - analysis and benchmarks
   b. Fall assessments – data collection
2. Reporting (Executive summary) template for assessment outcomes
3. Sharepoint dashboard update - Rea
4. Other matters

Discussions

1) Approved meeting agenda.
2) Approved final minutes of Nov. 2, 2012 meeting.
3) Spring assessment data (analysis and benchmarks)
   • Abdul-Muhmin reported that spring 2012 assessment data was collected for four of the seven undergraduate BBA learning goals (communication, global understanding, information technology, and teamwork) and two of the five MBA learning goals (communication, global business knowledge).
   • Members discussed the need for a common approach to analyzing assessment data collected using rubrics. There was agreement to use the following procedure:
     1) Compute an average score on all rubric items for each student. Given the scoring approach used in our rubrics, this score will vary between 0 and 2.
     2) Construct a frequency distribution of the average scores.
3) Determine the percent of students with an average score of 1 or more. *(NOTE: An average of 1 serves as a threshold value for “meets expectations”. Therefore, the percent computed in this stage is the percent of students who, in aggregate, meet or exceed expectations on the goal.)*

4) Determine if this percent meets or exceeds the benchmark established for the goal. For spring 2012 data this benchmark could be based on the percent computed in step 3 above.

- Members did not approve a suggestion to set a common benchmark (say 80%) for all goals. Accordingly, goal champions need to work with interested stakeholders to establish appropriate benchmarks for their respective goals.

4) Fall assessment data collection – Goal champions provided updates on progress of fall 2012 data collection. Palmer informed members that data were not collected during spring 2012 for MBA decision making and leadership goals because faculty teaching the relevant courses found it difficult to use the rubric that was developed for these goals. Accordingly, he had worked with the faculty to revise the rubric, and the new version is being used for fall 2012 data collection.

5) Reporting (Executive summary) template for assessment outcomes – Abdul-Muhmin circulated a template developed by Palmer for use by goal champions in reporting assessment outcomes for their goals. The new template includes fields for champions to provide details of assessment methods and instruments used for their goals.

Stamper reminded goal champions to complete and submit executive summaries for spring 2012 assessment outcomes by **January 15, 2013**.

6) Sharepoint Dashboard – Rea gave an update of the current status of the Sharepoint Dashboard project

7) Other matters

   a) Stamper reminded champions who need help with inputting data electronically to contact Rachael Bower at the Dean’s office as soon as possible, but not later than **December 19, 2012**.

   b) The next council meeting will be on January 11, 2013, as this is the first working Friday of the month.

8) The meeting adjourned at 12:00 noon.