Minutes
Assurance of Learning Council (ALC) Meeting # 2

Friday, October 5, 2012
Room 3168 SCH
10:30 am – 12:00 noon

Present: A. Rea, J. Penner, J. Saini, B. Sagara, D. Yaman, C. Stamper, A. Abdul-Muhmin (Chair), D. Gribbin (invited), S. Deshpande (invited)

Excused: T. Palmer, T. Edmonds

Agenda:

Procedural items
1. Acceptance of the agenda
2. Approval of minutes of Sept 7 2012 meeting

Discussion items
1. Lessons from the assessment retreat
2. TSO and dashboard overview – Alan & Adam
3. Spring assessment data
4. General reporting framework for new rubrics
5. Assessment benchmarks
6. Assessment of graduate courses

1) Approved agenda.

2) Final minutes of Sept 7 2012 meeting could not be approved at the meeting because they had not been circulated earlier and were not available during the meeting. The chair apologized for the oversight and it was agreed that they be sent by email for members to review and vote for approval or otherwise by the same medium.

NOTE: Draft minutes were circulated via email to members for input immediately after the Sept 7 2012 meeting. Two suggested insertions were made and these were communicated to all members. However, the revised final version was not sent to members before the Oct 5, 2012 meeting.

3) Lessons from the recently held assessment retreat were discussed. These include:
   a. The new ALC structure has potential as each goal gets a specific focus and attention.
b. T. Palmer’s suggestion to hold a seminar on CATME for faculty interested in effectively using teams in their classes could be a good model for other learning goal champions in attracting faculty to work on the respective goals.

c. Due to the limited number of faculty at the retreat and the extra time spent on presentations, none of the goal champions managed to have faculty sign up to work with them. Accordingly, the issue of how to get faculty involvement with the goals is still on the table. Seminars of the form described above may help.

4) Initial discussions about the seminars led to discussions on other assessment issues, including faculty involvement, assessing graduate courses, and the spring 2012 assessment data. Eventually members agreed on the following:

a. Three seminars will be planned for this semester. The first two will focus on the goals for which we have currently made the least progress – foundation business knowledge and critical thinking. The third will be by T. Palmer (it was his suggestion that led to the idea of holding the seminars for other goals). Preferred timing for the seminars would be Wednesday afternoons from 12:00 – 1:00 p.m. The three seminars will be held in the following order:

i. First – Foundation business knowledge
ii. Second – Critical thinking
iii. Third – Teams

Abdul-Muhmin will coordinate with Penner to plan the first seminar.

b. For each goal there is a need to determine the appropriate place in the curriculum to assess it, to identify the core faculty in those places, and to get them involved in the assessment.

c. For the foundation business knowledge, an exit/graduating exam appears to be the best way to assess student learning of the goal. Penner will use the opportunity of the seminar to garner faculty input and involvement in designing such an exam.

d. There is a need to begin looking at spring 2012 assessment data as soon as possible. Abdul-Muhmin will try to locate this data and make them available to respective goal champions.

5) Rea and Adam discussed their plans for meeting individually with goal champions to determine the required structure of their data in TSO and Sharepoint, as well as the required format for reporting results.

6) The meeting adjourned at 12:00 noon.