Minutes
Assurance of Learning Council (ALC) Meeting # 1

Friday, September 7, 2012
Room 3168 SCH
10:30 am – 12:00 noon

Present:

Agenda:
1. Welcome/Introductions
3. Spring assessment data – evaluation mechanism and way forward
4. Business foundation rubric
5. General reporting framework for new rubrics
6. Benchmarks
7. Diagnostic analysis of assessment data
8. Assessment of graduate courses

1) Approved agenda.

2) Members introduced themselves and indicated which learning goals they will be championing.
   a) T. Palmer – Team skills
   b) B. Sagara – Communication skills
   c) A Rea – Information technology
   d) J. Penner – Business knowledge
   e) J. Saini – Global business understanding
   f) D. Yaman – Critical thinking
   g) T. Edmonds – Ethics

3) Stamper gave an overview of the current state of our assessment program. The focus this year will be on data organization, synthesis, analysis and interpretation. Also, work needs to be done on developing rubrics or other assessment mechanisms for critical thinking, foundation business knowledge.

4) Rea gave a brief overview of the Dashboard project to help organize assessment and planning data. He suggested creating a forum in the TracDat Sharepoint Option for council discussions. TracDat accounts have already been created for all council members under the pilot program.
5) Discussed plans for the upcoming assessment retreat. This took up a major portion of the meeting time, and had the following outcomes:

a. Members agreed to have the retreat as a half-day event, preferably the morning part of the day (Sept 28, 2012).

b. There was agreement on the following aspects of the agenda:
   
   i. A presentation giving an overview of the HCoB assessment program – where we have been, where we are, and where we are going. Learning goal champions will also be introduced to the faculty.

   ii. Presentations by learning goal champions - Each champion will give a brief overview of the current status of her/his learning goal – how far we have come in assessing it and what needs to be done for this year.

   Related to this, there was agreement that we need a clear “job description” for the goal champion role. Though not finalized, discussions indicated an expectation that the champion will act as a resource person for the goal, working with faculty to determine how best to assess student achievement for the particular goal.

   c. A proposal to include breakout sessions in which groups of faculty discuss each learning goal did not receive support. Members raised several concerns, including the possibility of deterring faculty participation in the retreat altogether if they know they will be asked to commit to particular learning goals.

   It was agreed that other mechanisms for securing faculty participation be explored, such as using online discussion forums (possibly in D2L).

   It was also agreed that sign-up sheets be provided at the retreat for faculty to indicate their interest in the different learning goals.

   d. Stamper and Abdul-Muhmin were charged with finalizing the agenda and forwarding to members for input.

6) The meeting adjourned at 12:00 noon.