

Undergraduate Curriculum Management & Assurance of Learning Committee

March 13, 2025, 2:00pm

Minutes

Members

- Kay Kim, Finance (2025) ✓
- Jae Choi, DSIS (2025)
- Mary Wachter, Marketing (2026) ✓
- Shipra Paul, Management (2026) ✓
- Michael Davidson, Economics (2027)
- Mary Jo Goedeke, Co-chair, Accounting (2025) ✓
- Jennifer Pursley, Co-chair, QBA (2028) ✓
- Holly Kent, Director of Student Relations & Engagement (Ex-Officio) ✓
- Josh Curran, Assessment & AOL Coordinator (Ex-Officio) ✓
- Lynn Murray, Associate Dean (Guest) ✓

Welcome

- I. Introductions
 - a. Jennifer Pursley, new co-chair.
 - i. Charged with leading the committee through the next AOL cycle.
 - b. Josh Curran, new Assessment & AOL Coordinator.
 - i. This new position adds continuity and sustainability to our AOL process.
 - ii. Josh also attends the Graduate Curricula Management & AOL meetings.
 - c. Michael Davidsson, new representative for Economics. He replaced Anil Lal.
- II. Rotation of members
 - a. Members rotate on staggered 3-year cycle.
 - b. Chair rotates with the AOL cycle, plus one year as co-chair to foster continuity of our AOL process.
 - c. Standing members are ex-officio.
- III. Voting members
 - a. Voting members: program representatives and chairs
 - b. Non-voting members: ex-officio members and guest members

Curricula Management

- I. Jennifer updated the committee about a curricular change currently going through the University Undergraduate Curricular Committee regarding QBA-210. COT is adding QBA-210 as a business support course for BAS in Technology. Students in their program are allowed to select 3 courses from the list of business support courses. With QBA-210 included, this list will include a total of 5 courses. Committee members expressed concerns regarding capacity of QBA-210 and this change would possibly create the need for an additional section. It was recommended the COT seek KCOB approval before the legislation is approved.
ACTION: Jennifer will approve the COT curricular change with the caveat that COT must obtain approval from Dr. Binder.

Assurance of Learning

I. Change of the AOL Cycle & Year of Record

- a. AOL Cycle has changed to a 6-year term, 2023-2028.
- b. Our year of record, CIR due date, is now the 2028/2029 academic year. We expect to submit the CIR during 29SU.
- c. PRT visit is expected during the 2029/2030 academic year. We typically prefer the visit during the WF, so expecting it to be scheduled for 29WF.

II. Debrief of AOL Seminar

- a. Jennifer, Josh, Lynn, and Lisa Paterni (Graduate AOL Chair) attended two AOL seminars in January. Jennifer presented an overview of AOL and key take-aways from the sessions.
 - i. AOL must be robust, systematic, and sustainable.
 - ii. Faculty involvement is critical to the process.
 - iii. Excessive data collection does not guarantee a good process.
 - iv. Improvement may not necessarily occur in the class where it was identified.

III. Action Items from the Peer Review Team Report

- a. *"Increase percent of faculty participating in the AOL process."*
 - i. Task force might be a great way to increase faculty involvement.
 - ii. Adding AOL participation to the annual appraisal process would incentivize participation.
ACTION: Lynn will look into getting participation in the AOL process added to the annual report.
- b. *"Faculty members typically are graders which introduces bias. When outside graders were used, no training was provided to ensure inter-rater reliability."* They suggest using outside faculty members and advisory council/community members as raters, especially for the capstone presentations. The committee reflected on this item and comments included:
 - i. AOL does allow for faculty to score their own students.
 - ii. Rubrics in the previous cycle were developed by the faculty member and assessment was conducted by that same faculty member. Charging task forces to develop the rubric would reduce potential bias.
 - iii. When possible, measures should be placed in multiple sections across multiple faculty.
- c. *"Teamwork is also questioned as a good goal."* They suggest replacing with it with Oral Communication. Discussion from the committee included:
 - i. Teamwork is commonly used as a goal for AOL.
 - ii. If we continue with this goal, we need to revisit:
 1. Language of the objective to ensure we can appropriately measure it. The current language would be better as two objectives "work collaboratively" and "produce professional deliverable".
 2. Ensure we are using a direct measure for our analysis.
 3. If the goal is used by both undergraduate and graduate, it must have different levels of Bloom's Taxonomy. The Graduate AOL committee has replaced this goal for the current cycle.
- d. *"A 3-year committee term is not recommended for members. Continuity to the AOL cycle is recommended."* Comments from committee members included:
 - i. Josh, Assessment & AOL Coordinator, has been hired to ensure continuity and sustainability.
 - ii. Chair will serve the duration of the cycle, plus 1 year to onboard the new chair.
 - iii. Members will continue to rotate on staggered 3-year terms.
- e. *"Use the Major Fields Test as a proxy measure for "understanding of current business conditions"*
Discussion included:
 - i. Members discussed how the Major Fields Test was included in the report. It will be included in this cycle as an indirect measure.

IV. Data Repository

- a. Teams site currently used as a repository for the committee.
- b. Canvas site currently used to share data/information with undergraduate faculty.
- c. The Graduate AOL committee will use Teams for both a committee repository and to share data with all faculty. The committee discussed moving the AOL Canvas site into Teams. This transfer would align our data repository approach with that of the graduate AOL committee making for a more systematic process over all.

ACTION: Josh will create and manage the Undergraduate AOL Teams site.

V. Constructs, Goals, & Objectives

- a. Item will be discussed at our next meeting.

VI. Taskforces

- a. Item will be discussed at our next meeting.

VII. Rubrics

- a. Item will be discussed at our next meeting.

Next Meeting

- I. Schedule next meeting.

ACTION: Jennifer will schedule the next meeting after spring break.