

Undergraduate Curriculum Management & Assurance of Learning Committee

May 6, 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) ✓
- Krissy Lewis, HRD (Guest) ✓

Curriculum Management

- I. The following were recently approved by the Undergraduate Curriculum Committee.
 - a. BUS-579 Supervised Student Teaching
 - b. Teaching HS Business Certificate
 - c. Professional Education For Secondary Business Education Teachers
 - d. Workplace Communication Certificate offered by Communication Department will requires BUS-210.

Assurance of Learning

- I. **Review Survey Results:** A total of 36 faculty members received the survey via email, and 30 responded, resulting in a response rate of 83%. Each respondent cast a vote to either approve or disapprove each goal and objective. All goals and objectives were approved by at least 90% of respondents. The committee reviewed and discussed the feedback provided in the survey.
- II. **Revisit Mission, Goals, and Objectives:** Members reviewed the current Undergraduate Goals & Objectives as well as the Graduate Goals & Objectives. Based on the feedback provided in the survey, the committee edited the following objectives:
 - a. Remove 'general' from the Knowledge-Base objective.
 - b. **New Knowledge-Base objective:** Our students will demonstrate knowledge of core business concepts.
 - c. Ethics objective moved to a higher taxonomy.
New Ethics objective: Our students will compare ethical frameworks used in business decision making.
- III. **Analytic Rubrics:** Jennifer reviewed expectations for analytic rubrics and their importance in the assessment process. Members viewed a sample analytic rubric.
- IV. **Expectations for Taskforce Leads on May 19th:** Jennifer and Lisa will present an overview of the AoL Process, taskforce duties, and rubric expectations. During this session, faculty will breakout into taskforces. Each taskforce will be charged with creating a rubric to assess a specific objective.
 - a. Professionalism Taskforce: Instructors of BUS-210, Holly Kent and Chelsey Decker, are unable to attend on the 19th. Other BUS-210 instructors include, Katie Swezey, Lisa Paterni, and Chandler Davis. The committee recommended this taskforce meet over the summer to ensure BUS-210 faculty can provide input. Krissy Lewis plans to participate on this taskforce.
 - b. Critical Thinking Taskforce: Jennifer offered to lead this taskforce. Mary Kay and Shipra will assist.

- c. Knowledge-Base Taskforce: The knowledge-base objective will be assessed with multiple-choice quizzes. Since a rubric is not needed for this objective, a taskforce is not needed for the 19th.
- d. Ethics Taskforce: Committee members do not feel comfortable leading the Ethics Taskforce. Jennifer will reach out to faculty to identify a lead.

ACTION: Jennifer will reach out to faculty to identify a lead for the Ethics taskforce.

ACTION: Jennifer will draft a list of key faculty for each taskforce to ensure proper representation.

ACTION: Jennifer will reach out to Alex to request a reminder be sent regarding the 19th signup. The reminder should include if signups are required for workshop attendees or for just the lunch attendees.