Undergraduate Curriculum Management
& Assurance of Learning Committee
November 14, 2025, 10:00am

Minutes

Members

- Kay Kim, Finance (2028) ✓
- David Sikolia, DSIS (2027)
- Mary Wachter, Marketing (2026) ✓
- Shipra Paul, Management (2026) ✓
- Braxton Gately, Economics (2027) ✓
- David O'Bryan, Accounting (2028)
- Krissy Lewis, HRD (2028) ✓

- Jennifer Pursley, Co-chair, QBA (2029) ✓
- Holly Kent, Director of Student Relations & Engagement (Ex-Officio)
- Josh Curran, Assessment & AOL Coordinator (Ex-Officio) ✓
- Lynn Murray, Associate Dean (Guest) ✓

Curriculum Management

I. Jennifer shared that COT has submitted legislation to remove the HRD degrees from their program.
II. Lynn reported that several new legislation items are nearing completion and will soon be sent to the committee for a vote. Because these items often require a quick turnaround, they will be distributed via email. Committee members are encouraged to monitor their email for upcoming voting requests.
III. Lynn noted that one of the proposed new courses is a Project Management course. Krissy shared that this proposed course may be similar to HRD-653. Once the legislation is sent to the committee for review, Krissy will evaluate the course and determine whether it should replace HRD-653 in the BBA in HRD degree program.

ACTION: Committee members will keep an eye on their email for upcoming voting requests.
ACTION: Krissy will review the new Project Management course as a replacement for HRD-653.

Assurance of Learning

I. For Review: Curriculum Matrix
   a. Reviewed the updated *Curriculum Matrix*.
   b. Reviewed the *Undergraduate Curriculum Matrix -Missing Surveys* document.
      i. ECON: Braxton and Shipra are scheduled to submit at the end of 25WF.
      ii. DSIS: Dwight (130,450) and Wei (440, 615) need a follow up to confirm they plan to submit.
      iii. ACCT: Perricone and Yarrick have submitted. Zornes needs a follow up to confirm the course is correct and that he plans to submit.
      iv. HRD: Krissy has access to Yarberry's course and submitted HRD-653 on her behalf. All undergrad HRD courses have now been submitted.
      v. MGT: Sang is on sabbatical. Dreiling and Talkington need a follow up to confirm they plan to submit.
      vi. BUS: Swezey also needs a follow up.

ACTION: Committee members will contact their assigned faculty to follow up with survey submission status.
ACTION: Josh will update matrix as the outstanding Matrix Surveys are submitted.
ACTION: Jennifer will send out the Updated Curriculum Matrix with the meeting minutes.

    II.   For Review: Kelce Core Review Modules
        a. Ready to Launch: MKTG, MGT, ACCT, QBA
        b. Complete and Under Review: FIN, ECON
        c. Not Submitted: DSIS, Legal & Social
            i. David is working to get the DSIS materials submitted.
           ii. Jamie Brooksher needs a follow up.

ACTION: Jennifer will follow up with David and Jamie regarding the review materials.

    III. For Decision: Format of Results for the Kelce Core Review
        a. Reviewed *25WF Marketing Knowledge Check Results* document.
            i. Committee members approved the content and layout of the document.
           ii. Members recommended limiting the amount of content distributed to faculty:
               1. All faculty will receive the Summary Sub-Content Areas table and the corresponding column chart for all content areas.
               2. Program faculty will also receive the detailed item analysis for the sub-content areas specific to their program.
          iii. Members also recommended limiting the number of questions within each sub-content area question pool:
               1. Each sub-content area must include a minimum of two questions.
               2. The total number of questions in the Knowledge Check quiz should be capped at four times the number of sub-content areas.
               3. Faculty may determine how questions are distributed across sub-content areas, provided the two requirements above are met.
          iv. The committee emphasized the need for a designated individual within each discipline to review the Knowledge Check quiz and pare down questions, ensuring a consistent voice and style across all items in that discipline's quiz.
           v. Members discussed reducing the number of quiz questions and conducting a second round of initial data collection. This approach benefits students by placing all Knowledge Checks before the review materials in the upcoming 26SP semester. In 26WF, the Knowledge Checks could then be moved to the end of the review materials, allowing for the second data collection. Lynn noted that the MFT is typically not administered in the fall, but Josh indicated he is willing to proctor it in both fall and spring. Following further discussion, the committee voted to require students to complete the MFT in the Business Strategy course during 26WF.
        b. Reviewed *25WF Marketing Survey Results* document.
            i. Committee members approved the content and layout of the document.
        c. Jennifer expressed a need for assistance in compiling the data for the MGT, QBA, and ACCT. Lynn said her GA can assist.

ACTION: Jennifer and Lynn's GA will compile the results for ACCT, MGT, and QBA.
ACTION: Jennifer will contact program coordinators to identify a faculty member to pare down the number of questions.
ACTION: Josh will administer the MFT in 26SP and 26WF.

IV. For Decision: Discuss our AoL process and responsible parties.
   a. Reviewed the *AoL Process & Players* document.
      i. Members recommended replacing "Program Coordinators" with "Program Coordinators & Program Faculty"
      ii. With the previously stated edit, committee members approved the content and layout of the document.

ACTION: Jennifer will make the edits to the *AoL Process & Players* document and attach to the email of the minutes.

V. For Discussion: Indirect Measures
   a. Reviewed the *Kelce Senior Survey 2026* document. Suggested edits are below:
      i. Prefer Option A but include name: Student Name, Student ID Number, personal email address.
      ii. Add a question with Logic: Did you complete an internship during your degree program? Yes or No. If yes, with whom. Free Response.
      iii. Question 5 in Section B.
      iv. Question 9: replace 'base salary' with 'salary' and only ask for annual salary.
      v. Question 11: replace 'type of graduate or professional degree' with 'type of degree'.
      vi. Question 12: replace 'PSU Career Services' with 'PSU Career Development'; add Career Fairs; add Alumni; add faculty
      vii. Question 14: add Kelce Student Organizations (All Orgs); add Other PSU Student Organizations
      viii. Question 15: not needed. Consider replacing with:
         1. List three skills you believe you mastered in your degree program.
      ix. Add Question after 16: If you were to recommend one improvement for the Kelce College, what would it be?
      x. Question 18-19: If we can't benchmark these questions, delete them from the survey.
      xi. Question 20: keep as is

ACTION: Jennifer will update the survey and distribute at our December meeting.