

Undergraduate Curriculum Management and Assurance of Learning Committee

Meeting Minutes

Monday, October 12 2020, 1:00 p.m.

Meeting Facilitator(s): Fang Lin and Mary Jo Goedeke, Co-chairs

Secretary: Mary Jo Goedeke

In Attendance: Jae Choi, CIS

Bienvenido Cortes, Economics, Associate Dean for Graduate School of Business

June Freund, Economics

Linden Dalecki, Marketing

Mary Jo Goedeke, Accounting

Fang Lin, Finance

Shipra Paul, Management

Not in Attendance:

David Hogard, Academic Advising

Committee Meeting

The co-chairs of the UCM&AOL Committee, Fang Lin and Mary Jo Goedeke, called the meeting to order at 1:00 p.m. by Zoom meeting.

I. Curriculum Management.

Mary Goedeke presented the proposed Request for Revision to Curriculum for the Minor in Business Administration submitted by Dr. Lynn Murray. The Committee discussed the proposal. Dr. Cortes noted

that on the 3rd page of the document under the proposed changes Fundamentals of Marketing was listed as MTG 201 Fundamentals of Marketing and should be MKTG Fundamentals of Marketing. Dr. Cortes also noted that when he is considering students for admission to the MBA program, he noted that students must have Business Statistics. Business Statistics is not currently required of students getting a Minor in Business Administration. He advised that it was not a necessary change, but perhaps something to consider. June Freund asked if the reason for omitting Business Statistics was regarding the number of hours required to complete the minor. Bienvenido Cortes advised that it was. The minor currently requires 21 hours. After discussion the matter was submitted to the committee for vote. The committee voted to unanimously pass the request, subject to the correction of the stated typographical error.

II. AOL

a. AOL II Seminar Update

Mary Goedeke advised the committee that she completed the AACSB Assurance of Learning Seminar II. She advised that there were various areas that we could work on to improve our current AOL culture. She raised the issue of faculty engagement in the AOL process. The faculty engaged in a discussion regarding how to involve more faculty. Suggestions included creating a Canvas Community from which we could provide access to AOL assessment data to faculty. The Canvas community could also be used to provide universal access to Kelce standard rubrics. We also discussed the possibility of having an annual AOL faculty meeting to discuss the results of the year's AOL assessment data and AOL initiatives. The committee discussed whether, if funding could be obtained, financial incentives could be used to reward faculty who were performing assessments in their courses, or assisting with assessments. The Committee generally agreed that we should work towards implementing these strategies. Fang Lin volunteered to work towards setting up a Canvas community for faculty. We discussed that once the Canvas community was in place, that we could then schedule a meeting with faculty to discuss the Canvas community and how they can access the data from AOL assessments.

b. Assessments update

For the Fall 2020 semester the AOL goals regarding teamwork and critical thinking are up for assessment. An update regarding the progress was provided to the committee:

i. Teamwork assessment

Mary Goedeke shared with the committee the peer assessment portion of the teamwork rubric. The committee discussed the various performance dimensions. Stephen Horner specifically asked about whether “preparation” should be added. He advised that students should be prepared when attending team work activities. Shipra Paul noted that she felt that preparation could be addressed in the existing performance dimension of “effort.” Fang Lin suggested that it may also be covered under “participation.” After a discussion the rubric was modified to include preparation as a part of the participation performance dimension.

ii. Critical/Analytical Thinking Assessment

Fang Lin advises that Shipra Paul and Choong Lee have finalized the rubric for the critical thinking assessment. A portion of the assessment will be administered during the final exam and that he expects that data will be available early in the spring semester. No further activities to report.

The meeting was adjourned.

Mary Jo Goedeke, Secretary and Co-Chair