

## **Undergraduate Curriculum Management and Assurance of Learning Committee**

### **Meeting Minutes**

**Monday, November 30, 2020, 1:00 p.m.**

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

**Secretary:** Mary Jo Goedeke

**In Attendance:** 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  
Jae Choi, CIS  
David Hogard, Academic Advising

**Not in Attendance:**

#### **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.

There were no curriculum items for consideration.

## II. AOL

### a. AOL Assessment Update

Mary Goedeke presented the proposed rubric for professional deliverables to the committee. She advised that Mary Judene Nance had accepted the rubric as suggested by the committee, but did have questions about the sections she needed to perform the assessment and whether she and Stephen Horner could split up the assessments for completion.

The committee engaged in a lengthy discussion regarding the measurements and what would be an adequate sample for the teamwork objective. Stephen Horner advised there were approximately 80 students over the three course sections of Business Strategy. He also advised that there were no differences between the sections, in the sense that all majors were present in each of the classes and the classes were all presented in the same modality. The committee generally agreed that it would be acceptable if the assessment was performed in two out of the three sections.

With respect to the method of assessment, the committee discussed the necessity of additional assessors. Stephen Horner noted that one of the recommendations of the visiting team from our last accreditation cycle stated that multiple assessors should be utilized. We have implemented multiple assessors in each of the objectives measured this semester. For the teamwork rubric, Stephen Horner and Mary Judene Nance will be performing student evaluations for the professional deliverables dimension. Students will evaluate the teamwork portion.

The committee then discussed the timing of completion of assessments and compilation of data. The next meeting will be set for Monday, February 1, 2021 at 10:00 a.m. All data should be received from assessors for review by the committee prior to that date.

Shipra Paul then asked the format for the data. Mary Goedeke stated that it would depend on the rubric. For the teamwork assessment the team would like data to be presented by excel spreadsheet with the percentage of students falling into each category on each performance dimension for both the

teamwork and professional deliverables rubric, divided by course section and assessor. Fang Lin stated that he would like to see data on each performance dimension as well as whether we have met the percent threshold requirement. Fang Lin advised as well that he would like the individual student data for inclusion in our report for the next visiting team. Mary Goedeke then added that we would also like to collect copies of the completed rubric assessments for the teamwork objective.

No further activities to report.

The meeting was adjourned.

Mary Jo Goedeke, Secretary and Co-Chair