The committee met three times during the fall semester. Below is a summary of the items we discussed. Please note that there are two proposals for the faculty to accept or reject. These are the first two items listed.

- **Proposed change to the bylaws.** The committee proposes the following additions to the bylaws to formalize completion of the loop in assessment.

  Add to Article VIII, Section 1, as new 3f.:

  f. To provide outcomes assessment information to the Undergraduate Committee for its use in the appropriate revision of undergraduate courses.

  Add to Article VIII, Section 8, as new 3c.:

  c. To use outcomes assessment information provided by the Assurance of Learning Committee to appropriately revise undergraduate courses and to then inform that committee of the course revisions so made.

- **Proposed ITV policy.** The committee voted to present the ITV Policy given below for approval by the college faculty.

  **ITV Compensation Policy**

  The College of Business may use ITV to deliver a course to multiple sites simultaneously. ITV-based courses typically are scheduled as a separate section for each site; the use of multiple sections is primarily to control the number of students registered at each site. ITV is used, in large part, to achieve within-semester economies of scale; i.e., reducing the per-student cost of delivering a course during a given semester. Audio/video recordings created during delivery of an ITV-based course may not be re-used without the written consent of the recorded faculty member(s).

  Because the cohort size at a site must be sufficient to support face-to-face instruction at that site, for teaching load purposes, an ITV-based course delivered to multiple sites typically is treated as a double course. Although more than two sites may be listed as separate sections in the schedule of classes, faculty members teaching such a course will be granted credit for teaching two courses. When a faculty member must travel off campus to meet with students or hold classes, the faculty member will receive the remote site differential. Additionally, a faculty member will receive $1500 for the first time he/she uses the ITV format to teach. Each faculty member is eligible to receive this $1500 only once – the first time they use the ITV format. This additional compensation, however, only applies to ITV-based courses which support our distance education programs.

  The combined enrollment from all sites is recommended to be capped at 50 students for a graduate class and 75 students for an undergraduate course. However, the actual number of students that will be allowed in an ITV course can exceed these maximums. Prior to the course being listed, the cap will be determined in a discussion between the department head and the faculty member.
These policies are subject to the availability of college funds. If, at some point in the future, the distance education and expansion funds are reduced or eliminated, the college may not be able to offer the above supplemental compensation. In this case, faculty members will be informed, in advance, prior to their agreement to teach the course.

- The committee reviewed the status of items approved for purchase from student fees last fall. Only three items had not been purchased but these were addressed during the fall semester. Two of those have been addressed and one for MEMEO software is still pending.

- Approximately $14,000 is available from student fees this year. Below is a summary of the requests made by faculty to date.
  
  o Request that the computer setup in GU 201 (and any others like it) be improved by getting rid of the cart and have a fixed station.
  o Request for document readers in classrooms that used the same projection system as the instructor’s computer.
  o Two SPSS licenses, plus the AMOS structural equation model module.
  o Upgrade LANSchool in BC 115 and GU 303.