Members: Jennifer Kreie, Meghan Downes, Tim Query, Grace Ann Rosile, Mike Hyman (Liz Ellis, Ex-officio)
Absent: Meghan Downes
Guest: Yvonne Mendoza

Chair: Dr. Query
Note taker: Yvonne

Please read:

<table>
<thead>
<tr>
<th>Topics</th>
<th>Outcome</th>
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<td>Approval of Meeting Minutes of October 30, 2013.</td>
<td>Approval of minutes through previous email consensus (circulated Nov. 20). Minutes Approved</td>
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Report on “homework” assignments:

- Kreie: the Answer Key bullets from the Management 590 faculty
- Downes: Fall2012 AOL report sheets and samples of student work
- Rosile: Responsibility for actual assessment of MGT 590 Global assignment (applying rubric) Rosile: collection of student assignments for assessment and assessment results as available; creating checklist. Ellis: draft of data sheets for FA13 assessments

Dr. Kreie provided the answer key bullets from MGT 590 (attached document). Dr. Rosile asked who would be applying the rubric to the assessment of MGT 590 – Global, was not sure, however she will follow-up.

Collection of assessment assignments:
- BBA – Diversity: assessment done but some errors, Rosile and TA will be making corrections. Rosile is collecting from all 5 MGT 309 instructors and tabulating the data in spreadsheet.
- BBA – Ethics: also done in MGT 309; Rosile and TA have assignments and are tabulating data.
- MBA – Ethics: done in MGT 503, Rosile will follow up.
- MBA – Critical Thinking: MGT 449 we have assignments from Adler’s section and will take a 25% sample and make copies and have two committee members assess each item in the sample. Liz will put together the packets and delivery to committee member mailboxes by 12/5 at 4 pm. We also need to get assignments from Gray’s section. We do not need to do the writing assessment.
- MBA – Globalization: MGT 590 - Kreie will follow up with Dr. Sam Gray on collecting graded assignments and check to see if he is applying the rubrics. Dr. Gray will be contacted after finals.

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Still waiting for drafts of FA13 data sheets from Ellis and FA2012 completion of data sheets and samples from Downes.

Plan for assessment of student work and data compilation as needed.

Committee will have Critical Thinking assignments (one section) tomorrow. Tentative workgroup meeting set for Wednesday 12/11 at 3 pm for sole purpose of resolving any questions about the CT assessment. Query will poll members before meeting to see if meeting is still necessary. Timeline: We should have BBA Ethics and Diversity data in spreadsheets and can finalize Data Summary sheets in January. For MBA, we will probably still have assessment to do after the winter break. Goal: By end of January we would have all assessments done; tabulation and assessment report summaries by late January or early February.

Discuss composition of convocation report.

Dr. Query will start writing the report that will be submitted to Dean Brook for convocation.

Other Business:

Ellis – timeline: would like to see data tabulated and data sheets completed by mid-Feb. We then need to start looking at assessment assignments and rubrics for new MBA Goal and new BBA goal. Bill Smith is working on a proposal for the MBA goal assessment to be done in BA 590, and he can come present his proposal. For the new business knowledge goal in the BBA, we should look at taking advantage of assessments already occurring in BBA core classes for HLC accreditation. We may be able to use that assessment for our purposes as well.

Next Meeting Scheduled

Possible assessment workgroup meeting 12/11 at 3 pm. Next regular meeting –
Spring semester TBA.

Adjournment 4:15 pm

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<tr>
<th>Assurance of Learning Committee</th>
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<tbody>
<tr>
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