College of Business, Graduate Committee Meeting Minutes

September 14, 2011

Present: Ken Martin, Robin Peterson, Carlo Mora, Tom McGuckin, Sam Gray, & John Shonk (ex-officio)

Guests: Liz Ellis & Sherry Mills,

Excused: Dean Kathy Brook (ex-officio)

I. Call to order

The meeting was called to order at 11:05 a.m. on Wednesday, September 14, 2011 in room 134 of the Business Complex.

Minutes from the meeting of September 7, 2011 were approved.

II. Discussion

• It was agreed by members of the GC that Liz Ellis will attend the weekly meetings as an advisor/liaison to keep the GC on track with the Committee Checklist (CC – see attached). Sherry Mills will provide guidance by clearly delineating what has to be done in regard to assessment and Closing the Loop.

• Sherry Mills emphasized that the GC needs to work on “Closing the Loop” in working on those areas which have been identified as weak areas. It is crucial that we collect data from the MBA faculty who identified ways to correct data which were identified in the Critical Thinking Workshop held last spring. Please refer to the handout provided by Sherry “CIP – collect data and assignments”. It is the GC responsibility to see that an assessment instrument and activity to improve the student’s learning outcomes is collected from each course. In the Critical Thinking W/S it was determined that a Critical Thinking assignment was to be designed for each MBA course. The GC responsibility is to gather the evidence from the MBA courses that this was done. It was determined that this evidence will need to be gathered PRONTO. Only the top part of form provided by Sherry will be used.

• Concerns were expressed about faculty adding critical thinking assignments to their courses. The GC does not expect that there will be 100% participation. Tom McGuckin will send a memo to all COB departments to enquire if the Critical Thinking Workshop result was incorporated into the faculty’s course with a specific assignment. The response should describe the assignment for each MBA course and send the assignment to both Tom and the department heads. Sherry Mills will send out a template for the CT assignment to be recorded and sent to Tom McGuckin. We will be required to provide evidence of any changes to the ACCSB for their accreditation visit next year.

• On p. 6 of the AOL document (see attached) we need to add a sentence to end of the section on Critical Thinking – make sure faculty are doing what they say they will be doing. Critical thinking is to improve outcomes but assessment is a different issue it is the measuring of those outcomes. A priority is to improve the writing of the MBA students; this has been done within the last two years in Sherry’s ACCT 503 class. A discussion ensued on the possibility of a BA 500 introductory course to start students thinking about a business
plan but who would teach this or which department would be responsible for it? Should we add an English course to the MBA curriculum, consider undergraduate English courses and the grades obtained, or look at the analytical writing sample from the GMAT to make this part of the entrance requirement to the MBA program? It was cautioned that if the undergraduate course was considered it should not be a book of knowledge requirement as there may be problems especially with foreign students in the MBA program.

- CAF in Economics (see attached) – it was voted upon and passed unanimously that the A STAT 515 course on Statistical Analysis with R have a prerequisite course of A STAT 505 or equivalent with the consent of the instructor.

- Kathy Brook requested feedback on the AOL report as a collective measure from the GC; however, individuals can send in errors and omissions. On the same AOL report Liz Ellis requested that we go through this paragraph by paragraph for additions/corrections so that we are in sync with one another.

- The writing course requirement was discussed again. Tom McGuckin proposed that we investigate this to bring to faculty at the Spring 2012 convocation. Should students have at least two undergraduate English courses or do we look at the analytical writing sample on the GMAT? A proposal was made that information would be gathered by Robin Peterson who would work in conjunction with Liz Ellis.

- GC members were reminded to mark their calendar for the meeting w/ Danny Arnold on Monday morning September 19th at 10:30 a.m.

- No meeting on 9/21/2011, next meeting will be on 9/28/2011.

### III Adjournment

The meeting adjourned meeting at 12:20 p.m. The next meeting will be held Wednesday September 28th, 2011 at 11:00 a.m. in the Business Complex. Minutes submitted by John Shonk, Secretary