Minutes
AoL Committee
March 18, 2009

Present: Greg Roth (chair), Jim Shannon, Kelly Tian, Liz Ellis, Jim Bishop, Randy McFerrin, Sherry Mills, Kathy Brook

The meeting was called to order by Greg Roth.

Greg brought to the attention of the Committee the fact that his term on the Committee (after serving four years) ends in May and that a new chair will need to be selected. Normally, the Committee members and the chair are selected at the beginning of the fall semester. In subsequent discussion, Kathy agreed to discuss this issue with the CEC with the possibility of following up with the Budget, Bylaws and Policy Review Committee to modify the by-laws to allow for selections to be made in the late spring. (This issue has also been raised in the P&T Committee.)

An email recently sent by the Accounting chair to the AoL Committee members led to a discussion of the process that has been followed by the AoL Committee in collecting assessment reports from the faculty in the functional areas. This process is currently undergoing multiple changes with a restructuring of the duties performed by the Undergraduate Curriculum Committee, The AoL Committee, and the newly appointed Assessment Coordinator.

The Business Law report due on February 15 was delayed until today because of a problem in eliminating from the data set students who had withdrawn from the course. If the data can be “cleaned up,” it is likely that the performance target will be met but it will take some time to accomplish this. It was the consensus that the data should be cleaned up but that this does not need to be accomplished before the summer.

The BLAW issue led to discussion of the problem of non-response by students. That is, how should we record the situation where students fail to submit an assignment that is being assessed. Kathy and Sherry will see what they can find out on this subject. This could be an issue if it significantly distorts the sample.

Jim Bishop reported that his department has made some changes in the assessment tool, using an additional video clip. Discussion concerned whether this was a change of sufficient significance to be reviewed by the Committee. Greg noted that Kathy had asked in the past that significant changes in assessment instruments and rubrics be reviewed by the Committee. Kathy, however, did not recall why she had been concerned. After a brief discussion the Committee indicated no concerns about the change in the assessment of diversity.

Liz Ellis reminded the group that Liz Fletcher had recommended including the sample and population sizes in the assessment reports. It was also suggested that the report include a question asking that any changes made to the assessment assignment, rubric, etc. be discussed. A motion to this effect was approved.

Sherry attended the meeting as the assessment coordinator for the college and distributed a proposal for allocating assessment responsibilities among the AoL, Graduate and Undergraduate Committees and reviewed the proposal with the Committee. The proposal seems to be consistent with the college by-
laws. A motion to accept the allocation of responsibilities listed in Sherry’s document was approved unanimously. Sherry will be reviewing the document with the other Committees in the near future.

Sherry also distributed to the Committee a memo describing action items for AoL. One item was a request for existing curriculum maps, rubrics, assessment results, etc. to be provided to the Undergraduate Committee Chair and to Sherry. Kathy noted that she will send out today a link to the assessment web page. A number of materials have been assembled there for the assessment of the BBA, with more to follow. Included are the fall convocation reports from 2005 through 2008.

Sherry also asked that the AoL Committee respond to the Undergraduate Committee about the issues raised in the Undergraduate Committee’s report to the spring 2009 convocation. Kathy had previously asked the department heads to respond but had no problem with Sherry’s suggestion.

To assist the Committee in developing rubrics, Sherry provided an example of goals, objectives, components, performance criteria, and a rubric from the Bachelor of Accountancy program.

The minutes of the AoL Committee meeting in November 2008 were approved.