Minutes of Graduate Committee Meeting of April 17, 2007
Present: Hari, Rick, Kathy, Kevin, Bobbie and Michelle

The committee discussed whether BA 485/585 could be added to the curriculum and used as an elective for MBA students. It was decided that this course could be beneficial since it covers patents and legal issues. Some of the committee members were concerned with the issue of grading BA 485/585 since it is taught concurrently as an undergraduate and a graduate course. The committee’s concerns with the grading issue arise from the fact that there is usually something that distinguishes an undergraduate from a graduate course. The committee decided to table this issue until we get more information from Dr. Sherry Mills.

According to the chair of the graduate committee AACSB assurance of learning standards and Judy’s list are in tune with each other. Method of collection of the assessment data was discussed (WebCT, scanned documents, etc.) but it was decided that that was an issue that should be addressed once we decide where to collect data and the kind of data that should be collected.

The committee decided that at least two courses should measure each of the five goals and that two goals should be the maximum number of goals measured in a course to ensure that this task doesn’t become a burden for the professor teaching the course.

The members of the committee were assigned goals that they will discuss with the faculty teaching that specific course before our next meeting. Once we have specific questions we can discuss how to collect and manage the data.

Meeting adjourned at 3:02 PM
Assessment Matrix

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**Goal 1:** Demonstrate well-developed oral and written communication skills by producing high quality written work and making high quality oral presentations of said work.

**Goal 2:** Demonstrate well-developed critical thinking skills by completing a major business project requiring problem solving, decision making, and other analytical skills.

**Goal 3:** Demonstrate proficiency in quantitative analysis.

**Goal 4:** Demonstrate well-developed leadership skills.

**Goal 5:** Demonstrate proficiency in dealing with ethical and legal issues in business.