Graduate Committee Minutes September 2, 2008

From: de Boyrie, Maria  
Sent: Friday, September 05, 2008 1:29 PM  
To: Business Faculty Mailing List  
Subject: Graduate Committee Minutes - September 2, 2008

Dear Business Faculty Members:

Enclosed please find the minutes of the Graduate Committee’s September 2 meeting. Please let me know if you have any questions or comments.

Thanks,

Maria  
Recording Secretary  
Graduate Committee

Graduate Committee Minutes – September 2, 2008 Meeting

Members Present: R. Adkisson (Chairperson), M. de Boyrie, G. Hampton, S. Mills, B. Green (ex-officio), Dean Brook (ex-officio)

Member(s) Absent: P. Benson

Minutes were approved unanimously.

B. Green contacted graduate students to determine who would be interested in serving as a Graduate Student representative in the committee. She received six to seven favorable responses. B. Green will request each of these students to submit a short bio that will be used in the election process. Elections will be held in the near future – all MBA students will get to participate in the election.

Dean Brook provided the chairman of the committee with MBA student data from 2006/2007. B. Green will provide date for 2007/2008 during the week. More time is needed to determine to look over the data provided and determine this information will be used.

The committee looked at the Curriculum Map provided by the heads of department and Dean Brook. The curriculum map is a summary of how much coverage each learning objective receives in the courses taught at the master level. Dean Brook suggested that in the future courses, rather than faculty, should be the ones having leaning objectives.

The committee looked at the role of the Graduate Committee in the assessment process. Based on the Assessment Plan, the role of the committee is to (1) determine where in the curriculum each of the learning objectives is being covered, (2) determine where each objective will be assessed, (3) to collect the assessment data at regular intervals, (4) to assess, and (5) to report to the Graduate Faculty on the extent to which we are achieving the learning objectives. It has been determined that at this time the committee has achieved at least three of its goals.

The question of who would be doing the assessment of the material already collected by the representatives of each department came up. It was determined that the Graduate Committee would be taking care of this while refining the rubrics. The committee currently has rubrics for oral and written communication as well as for critical thinking. The rubrics are expected to be refined by the end of the year while it is the hope of the committee to have the whole process completed by the end of the academic year. Once the rubrics are refined the committee will determine which is the best way to assess the learning objectives and who should be doing/helping in the assessment process.
It is expected that in the near future the members of the Graduate Committee will start assessing all documents/artifacts collected in BA 590.

A motion to adjourn was made and seconded.

**Next Meeting: September 9, 2008 at 4:00 pm in BC 134**

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