Assurance of Learning Committee Minutes
February 9, 2017
GH 342 – 10 to 11 a.m.

Members Present: Jean Snavely, chair, Thad Crews, Ron Rhoades, Bob Hatfield., David Zimmer, Shane Spiller, Mary Jane Gardner, Josh Hernsberger
Not Present: Whitney Peake and Allen Hunt

Approval of minutes from October meeting.

Committee Discussion Items

AOL responsibilities in self-assessment year: Jean and Shane explained that AOL is part of the Curriculum Management process in GFCB. That is one reason we are looking at the history of curriculum change and determining reasons for changes. The emphasis going forward is on why changes are made and to respond to input from stakeholders.

Jean sought input on the closing-the-loop graphic included in the AOL annual report. Members were asked to compare the current graphic with a similar schematic form Wright State University. This will be taken up at the next meeting. (Both graphics are included at the end of these minutes.)

The imperative for this year is communication. Jean emphasized the need for communication between committee members and their departments. Jean reviewed the graphic showing the communication process for AOL and the GFCB (attached). Several members made suggestions for departmental communication including sending an information email following committee meetings. Jean reported that communication from the committee is presented at each of the MBA and GFCB undergraduate curriculum committee monthly. The AOL chair reports directly to GFAC one time each semester. Chairs know to look for AOL committee reports in the interim.

Jean presented the Mission and Objectives included in the annual report to the Dean. Suggestions were made to improve committee objectives.

Revisions were as follows:

Objectives:

1. ~~Ensure a~~ Contribute to a robust curriculum management process
2. ~~Measure~~ Assess each goal ~~at least twice during a 5-year period~~ using direct and indirect measures
3. Report results and recommendations to the appropriate departments and curricula committees
4. ***Improve communication of results and recommendations***
5. Review learning goals and objectives
6. Evaluate core curriculum content to ensure learning objectives are being covered
7. Produce an annual AOL report

Jean distributed a spreadsheet with a proposed 5-year plans for the MBA and undergraduate programs. Progress was made in the last year in identifying which courses will be used for assessing objectives. In the MBA program, artifacts from BA 590 and BA 513 will be assessed. At the undergraduate level, MGT 498 and ENT 496 professors are identifying a pool of artifacts that can be used for assessment.

Bob pointed out that the MBA program has always assessed well. What the AOL committee focuses on are areas for improvement. There are currently two areas from ETS Field Test results that should be addressed. Finance scores consistently trail other areas in all delivery methods. Jean has requested funding for getting more detailed reporting to determine whether our program covers areas being tested. Full-time marketing results lag the other two delivery methods. Jean will follow up with the Marketing chair and Bob Hatfield.

If the committee finds weaknesses, the fall semester is available for reassessing undergraduate student performance after informing GFCB faculty prior to the fall semester.

The AOL is awaiting input from the GFCB undergraduate curriculum committee for feedback from stakeholders on core curriculum before reviewing the current undergraduate learning goals and objectives. The committee wants to be able to meet stakeholder recommendations when recommending changes. The 5-year plan indicates a review of learning goals and objectives is scheduled for Spring 2018.

Each committee member had two assignments for the meeting. One was to report why curriculum changes were made in the past 5 years for their department. The second was to gather the goals and objectives for core courses in their discipline.

Shane expanded on the need to have common core objectives. It is not necessary to perfectly align across sections so that individual instructors have latitude. This is a good exercise to get every department involved in a discussion of what subjects must be included in core courses. The AOL committee updated learning objective curriculum maps in Fall 2015. If departmental sentiment has changed regarding what subjects should be included in the core, then the maps will be updated to reflect. This process will also provide input in the evaluation of learning goals in 2018.

Assessments

Ethical awareness cases from BA 590, Fall 2016 On-line MBA, are ready to assess. Shane and Jean volunteered to assess these cases posted on the shared drive.

Ethical written cases from ENT 496 will be ready to assess shortly.

Cases from MGT 498 will be administered in the final week of the semester. The committee decided to use two sections to assess ethical awareness and written communication skills and one section to assess global awareness and written communication.

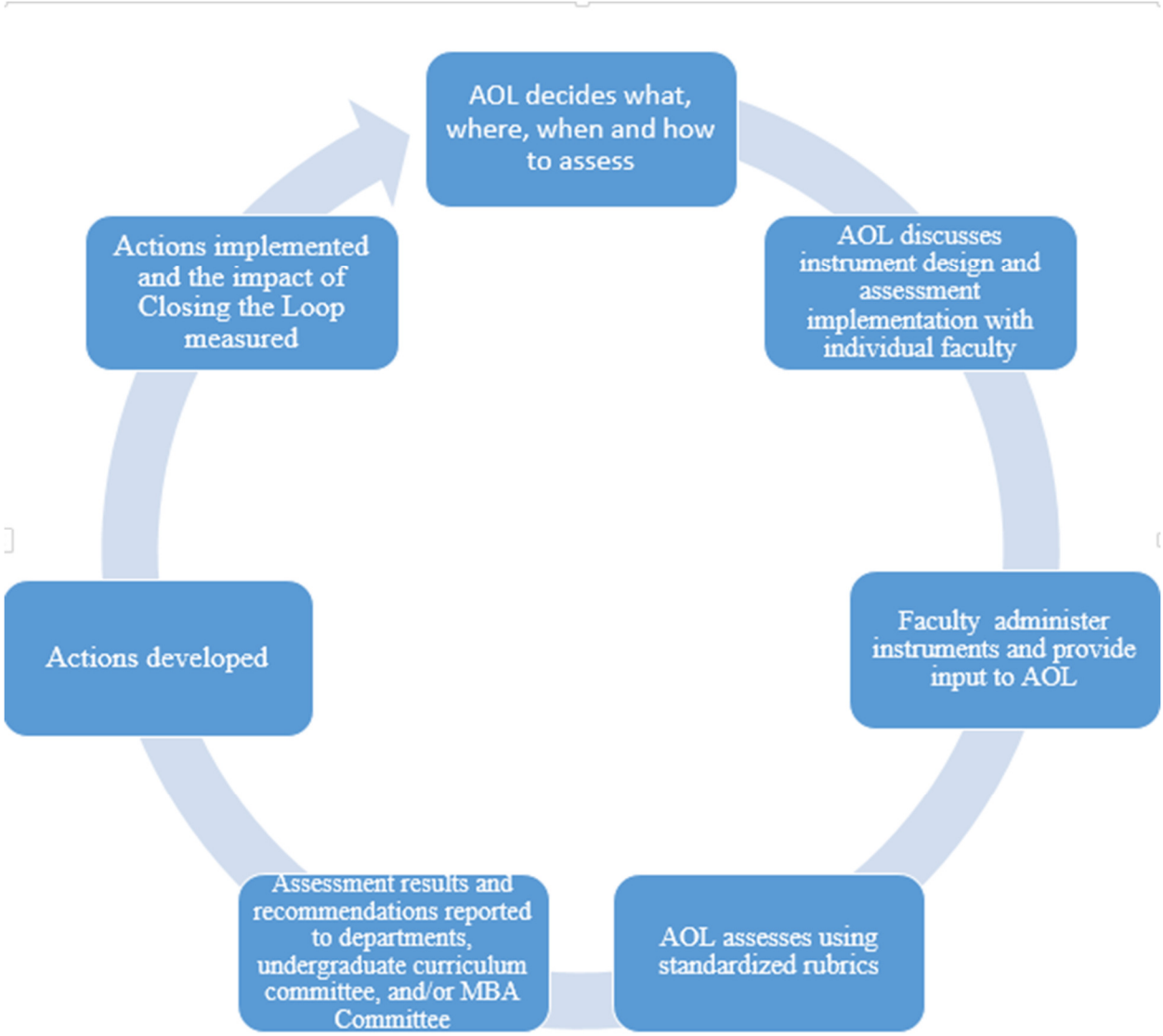
Discipline knowledge will continue to be assessed using the college-developed test for undergraduates and the ETS field tests for graduates. A game is still being considered as a substitute or supplement for both.

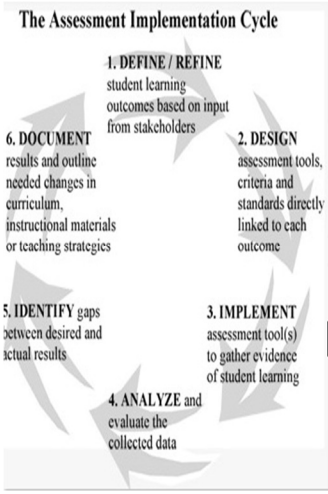
Dates to remember

AACSB preliminary visit is May 8, 2017. We must all (including department) faculty be ready to discuss our roles in the AOL process.

The committee needs to meet more often this semester. The next meeting will be in two weeks. We need to shift to a Tuesday rather than Thursday so the next meeting is February 21 at 10 a.m. in GH 342.

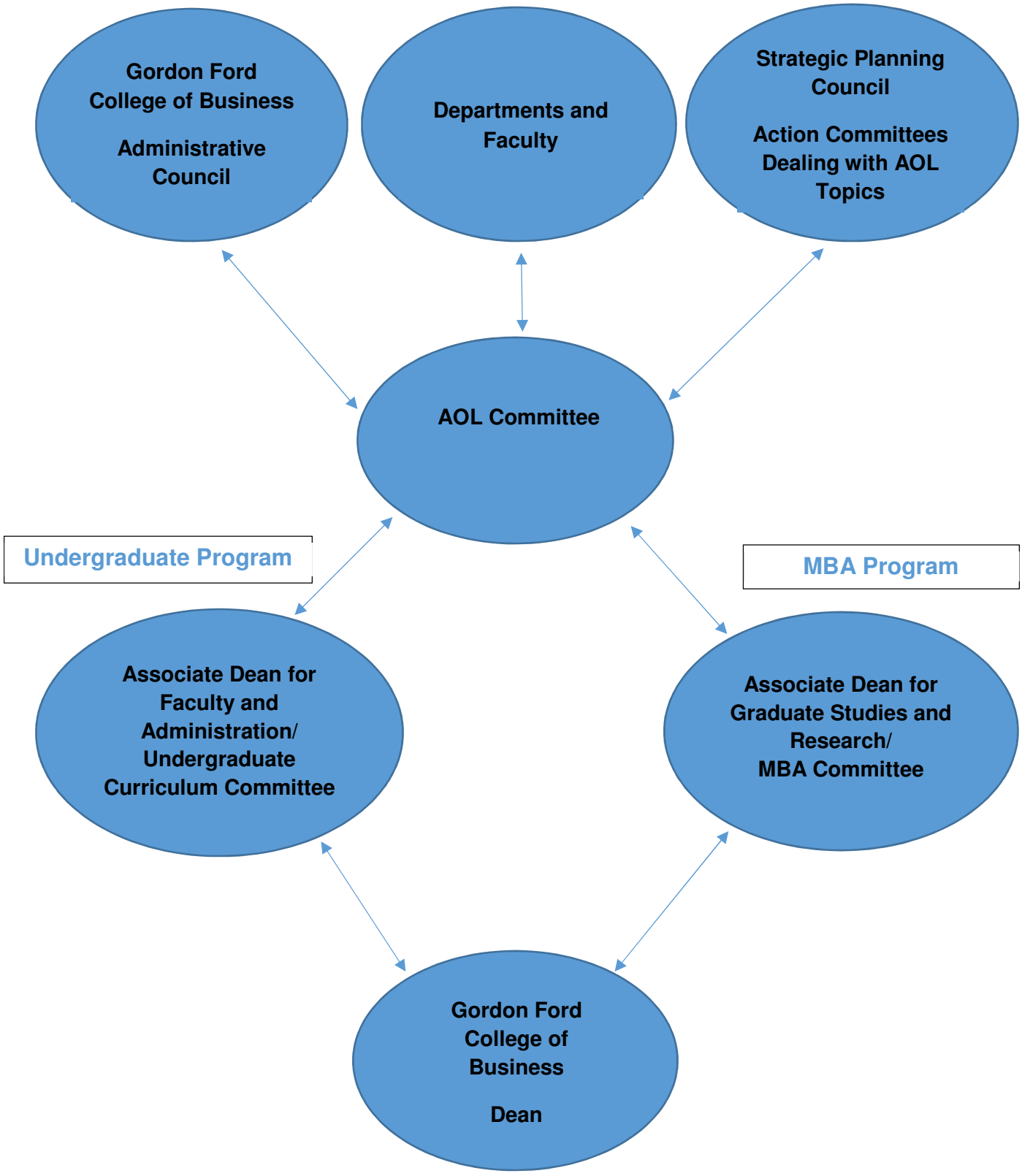
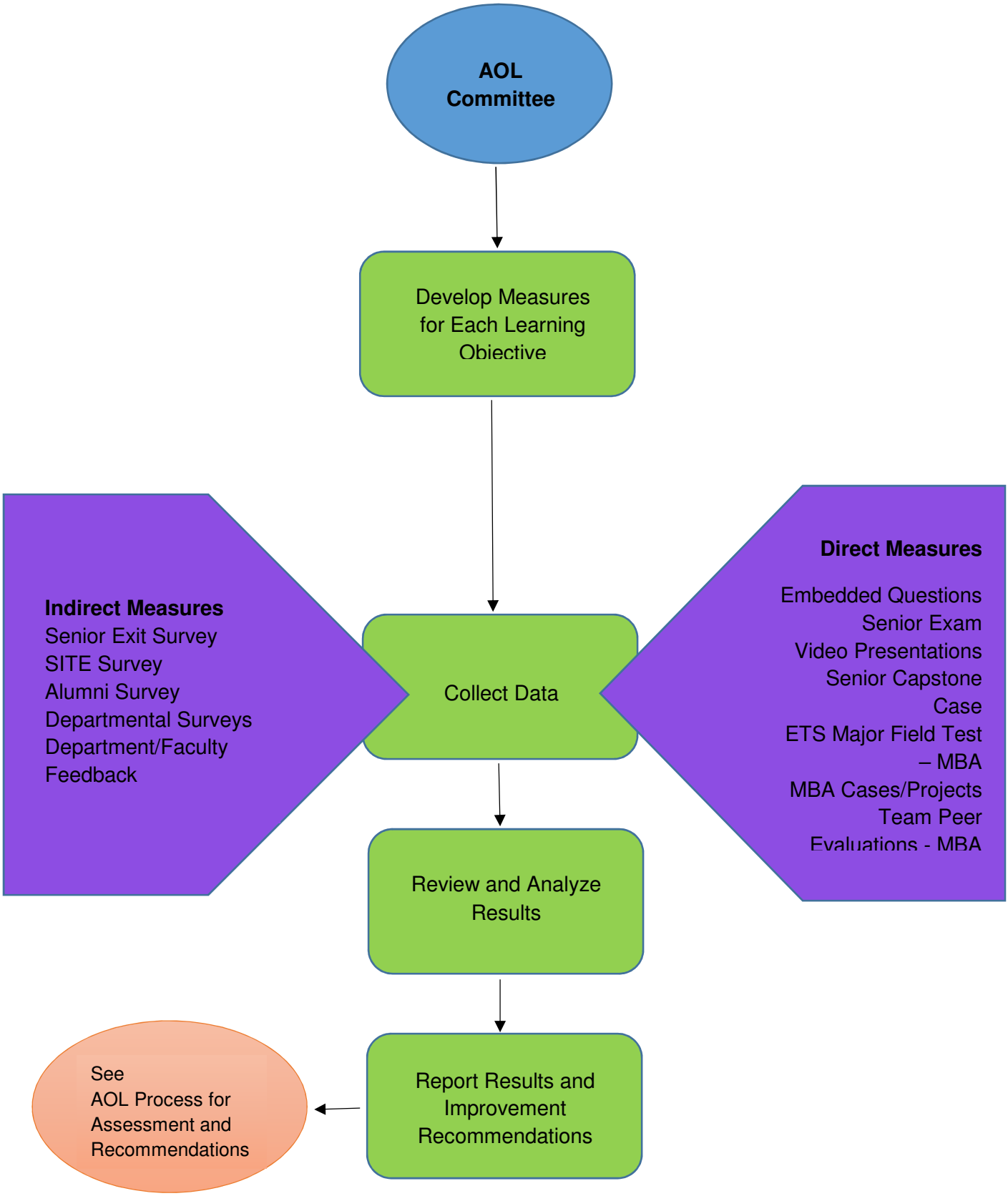
The meeting was adjourned at 11.





1. **Define/Refine**: Using the institution's Mission and Vision statements, define/refine Program Goals, Objectives and Outcomes for your program.
2. **Design**: Cover the learning outcomes by designing Assessment instruments mapped into courses that are used for assessment.
3. **Implement** the assessment process and enter the collected assessment data.
4. **Analyze** the data via a set of reports such as the course assessment reports.
5. **Identify** gaps between desired and actual results via Business Intelligence reports, and other Assurance of Learning analysis reports.
6. **Document** results based on the reports and indicate required and implemented improvements.

AOL Process for Assessment and Recommendations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