

## **Assessment Committee**

**October 12, 2011**

### **Minutes**

**Present:** John Anderson, Heather Honea, Kathy Krentler, Amy Randel, Patricia Van Damme,  
Nik Varaiya

**Absent:** Theo Addo, Lois Olson

**The CBA Assessment Committee met on 9-14-11 in a workshop format to receive training on WEAVE, software adopted by the university to be used for assessment reporting. Training was provided by Susan Levy, the university WEAVE administrator. This training served in lieu of a formal CBA Assessment Committee meeting and minutes were not produced. Committee members in attendance were Theo Addo, John Anderson, Heather Honea, Kathy Krentler, Lois Olson, Amy Randel, and Nik Varaiya. Guests attending were Michelle Dean, Dave Ely, Gangaram Singh and Patricia Van Damme.**

#### **1. Committee Member Additions**

Xudong An is the new Finance Department representative to the CBA Assessment Committee. The committee voted unanimously to invite Patricia Van Damme to join as a full voting member. Discussion took place of the benefit of inviting the chair of the CBA Undergraduate Committee to join the CBA Assessment Committee. It was decided that this would be a good idea. Krentler will follow through in extending the invitation.

#### **2. Committee Role & Purpose**

The committee reviewed the discussion it had at its last meeting of 2010-2011 regarding its role and purpose. The committee understands its role and purpose to be advancing assurance of learning within the college rather than implementation of assessment efforts. Assessment implementation is understood to be the responsibility of the departments (for departmental programs) and program committees (for college-wide programs). The committee reiterated its position regarding this understanding and agreed to review carefully the proposed revised CBA policy file when it is made available. All members agreed to provide feedback to the Steering Committee if the proposed revised policy file suggests a change in the currently understood role and purpose of the CBA Assessment Committee (believed to be renamed the Program Assurance Committee in the policy file revision).

The committee agreed that the frequency of its meetings should be reconsidered starting in Spring semester 2012. The general feeling is that a move from monthly to semi-monthly meetings would be appropriate. A vote on this issue will be taken prior to the beginning of Spring semester.

#### **3. WEAVE Status**

Krentler congratulated the committee on a near 100% compliance with the mandate that all programs have a mission, goals, and objectives entered into WEAVE, the assessment software

adopted by the university by September 30<sup>th</sup>. The current CBA Strategic Plan has been entered into WEAVE thus allowing programs to make connections between their assessment plans and the college's strategic plan. It is recommended that committee members add assessment measures for their programs to WEAVE prior to April 2012 when annual reports will be expected to be submitted via WEAVE.

The committee discussed the value of maintaining Goals & Student Learning Outcomes as well as Assessment Plans on the CBA Assessment website since this information will be incorporated into WEAVE reporting. It was agreed that since all faculty members do not have access to the WEAVE site that it is a good idea for current assessment plans, including goals and student learning outcomes, to continue to be posted on the CBA site. Krentler stressed the importance of consistency between the multiple locations where assessment information will be reported.

#### **4. Budget**

It is the understanding of the committee that the CBA Assessment budget remains intact. Expenditures of over \$1,000 per item need to be cleared with the dean before proceeding. Krentler agreed to check with Stephanie Smith regarding the current balance as well as the process for authorizing expenditures of less than \$1,000.

#### **5. Initiatives for the Year**

The committee discussed the progress made to date on its two 2010-2011 initiatives – improving CBA faculty buy-in and raising student awareness of Assurance of Learning.

- Faculty buy-in

It was agreed that the CBA Assessment Day, held in April 2011 was successful and effective in enhancing faculty awareness, knowledge, and support of assurance of learning. It was further agreed that while this event produced positive movement that the effort to promote faculty buy-in needs to be continued. Discussion centered around what might be the most beneficial form of continued effort. The committee agreed that rather than a second Assessment Day that looked much like the first effort, it would be better to move forward with the second of what might be considered a three-part effort. Part I: 2011 Assessment Day; Part II: a Spring 2012 workshop focused on teaching; Part III: a Fall 2012 “Getting Ready for Maintenance of Accreditation (MAC)” Day. Krentler agreed to take the idea for Part III to the MAC Committee at its next meeting. Ideas for Part II were discussed. It was generally agreed that some combination of ideas for incorporating activities related to critical thinking and other key program goals, for sharing with students the relationship between a given course and key program goals, and a sharing of best practices in these and other teaching-related issues would be of interest to many faculty members.

The committee discussed the value of distributing a survey to CBA faculty asking for input regarding best practices and the connection between the student learning outcomes for their courses and the programs in which those courses reside. Krentler agreed to develop a draft of an instrument and distribute it for committee input.

- Student Awareness

The committee generally agreed that progress on building student awareness of assurance of learning had been slow in 2010-2011. Various ideas for continuing with this initiative in the current academic year were suggested and discussed. The workshop described in the previous section of these minutes would contribute not only to enhancing faculty buy-in but also to building student awareness if the attending faculty then took ideas obtained in the workshop into their classes. This is an initiative that will remain a priority for the CBA Assessment Committee in 2011-2012.

- Closing the Loop

The committee acknowledged that as Maintenance of Accreditation nears it is extremely important that we identify and showcase as many examples of loop closing as possible. Hence a third initiative for the 2011-2012 academic year is the development and reporting of loop closing activities from all programs across the college.

## **6. MAC report Preparation**

Krentler reported that she has begun drafting the Assurance of Learning section of the AACSB MAC self-report. Summary spreadsheets for the CBA's major programs (BSBA, MBA, EMBA, MSA) are being developed to support the descriptive portions of the report. The committee agreed that these spreadsheets were not needed for the departmental/major level programs within the BSBA degree.

The meeting adjourned at 1:30 p.m.

**Next Meeting:** Wednesday, November 9, 11:30 a.m.; Dean's Conference Room