

## **CBA Assessment Committee Meeting**

**September 18, 2009**

### **Minutes**

**Present:** Dave Ely, Kathy Krentler, Nik Varaiya, Carol Venable

**Absent:** Theo Addo, Heather Honea, Lois Olson

#### **1. Member News**

As of its next meeting, John Francis will be joining the committee to represent the Management Department.

#### **2. College Communication**

A Fall 2009 Assessment newsletter was distributed to all faculty and staff in the College of Business earlier this month. This semester's newsletter focused on changes that are occurring across the college designed to improve student learning and based on previous assessment results. In an effort to aid in the college's move to use less paper, the newsletter was distributed electronically only.

#### **3. Budget Issues**

The purchase of Scan-Trons to be used in the administration of an assessment test in BA 795 is supported by the college's Assessment budget. Other assessment needs or expenditures should be reported to Krentler and may also be supported by the budget.

#### **4. Annual Reports**

The committee discussed a memo sent to the campus community on September 17 from Geoff Chase, Dean of Undergraduate Studies and Chris Frost, chair of the university Student Learning Outcomes Committee. The memo stated that 2009-2010 assessment reports, typically due to the university by April 1, 2010 could be delayed to Fall 2010. Focus of the committee's discussion was on two points – the need to provide significant documentation of assessment efforts on a regular basis for AACSB and the potential lost momentum in the college of a delay. After considerable discussion the committee agreed to make a recommendation to the dean and associate dean that reports for the various programs in the college be required, as usual, in Spring 2010.

**Meeting Adjourned at 11:45 a.m.**

**Next Meeting:** Friday, October 16, 11:00 a.m.; Dean's Conference Room