Present: Dave Ely, John Francis, Kathy Krentler, Lois Olson, Robert Plice, Nik Varaiya, Carol Venable
Absent: Heather Honea

1. Annual Reports
The committee discussed plans for the production, submission, and evaluation of the 2010 annual assessment reports. The university has ruled this year an optional year as it transitions to a new submission technology. The College of Business, however, decided last year that we would produce assessment reports in 2010 as a means of continuing to document the Assurance of Learning activities in the college. This is an expectation of AACSB and a good way to keep Assurance of Learning (Assessment) momentum going within the college. It was agreed that the deadline for submission of the reports to Kathy Krentler, CBA Director of Assessment, would be April 1, 2010. Reports submitted on or directly before this deadline will be passed on to the university directly. Reports received by Krentler during the month of March (targeting March 15) will be reviewed by Krentler and feedback provided prior to their submission to the university SLO (Assessment) Committee.

The university SLO Committee has agreed to provide feedback on submitted reports as desired by those who choose to submit. The CBA Assessment Committee agreed that we would like to receive feedback from the university SLO Committee and so that evaluation will be requested when the reports are submitted to the university on April 1st.

2. Update on University Expectations
The university is in the process of adopting Curricunet, a commercial software product that will be used for submitting annual assessment reports beginning in 2010-2011. 2010-2011 will be considered Year Zero of the switch and the minimum requirements for submission on Curricunet that year will be the mission, student learning outcomes, and assessment plan for programs across the campus. The College of Business, whose assessment efforts are more advanced, will pilot using Curricunet next year for submitting full assessment reports. The university SLO Committee is currently preparing an Assessment Manual which will become part of the campus-wide Curriculum Guide. This Assessment Manual will be designed to include instructions on how to use Curricunet for report production and submission.
3. **Budget Monies and Grad Fee Monies**

   The committee discussed the 2009-2010 CBA Assessment Budget and how it is being used this year. Further discussion ensued regarding the proposed Graduate Fee Grant Proposal (GFGP) process. The GFGP specifically allows for proposals related to AACSB reaccreditation activities with Assurance of Learning (Assessment) prominently mentioned. The committee discussed the role of assessment activity support through the dedicated CBA assessment budget versus support for assessment activities via proposals submitted through the GFGP process. Recognizing that the GFGP process has not been finalized, the committee generally agreed on the following:

   - Smaller expenditures to support assessment activities can probably be supported directly through the CBA Assessment budget without need for an individual to submit a proposal through the GFGP process. This would most likely include expenditures associated with data collection.
   - The Assessment Committee might play a valuable role in identifying potential assessment activities (especially those associated with closing the loop) whose cost would be beyond the scope of the dedicated CBA Assessment budget. CBA faculty members could be encouraged (either as individuals or in groups) to develop proposals for GFGP funds to support these types of activities. In essence, the CBA Assessment Committee could develop a “Wish List” of items that would benefit the Assurance of Learning efforts of the college and make this list known to the college. Such a list would benefit faculty members who might be looking for help in identifying projects that could logically be supported through a GFGP grant. Examples of such projects could be things like the development of a CBA Writing Center (a means of closing the loop on our Written Communication goals) or the development of online reviews of disciplinary topics where our students have been shown to fall below our expectations (a means of closing the loop on our Essential Business Knowledge goals).

4. **Newsletter**

   Items for the Spring 2010 volume of the CBA Assessment newsletter were solicited.

The meeting adjourned at 2:45 p.m.

**Next Meeting:** Tuesday, March 16, 1:00 p.m.; Dean’s Conference Room