CBA Assessment Committee
November 19, 2010
Minutes

Present: George Easton, Dave Ely, Heather Honea, Kathy Krentler, Lois Olson, Amy Randel, Nik Varaiya

Absent: John Anderson

1. Monthly Follow-Up
The committee reviewed activities that have taken place over the last month. They include:
   a. CBA Wish List
      The Assessment Committee developed and distributed via e-mail a list of proposed assessment-related projects. Faculty was encouraged to consider submitting a graduate fee proposal related to one of the projects during the current proposal cycle (deadline: November 30, 2010).
   b. E-Mail Campaign
      The Assessment Committee kicked off a “Did You Know” e-mail campaign. The goal of the campaign is to raise faculty awareness of existing assurance of learning activities and results in the college and to encourage faculty to appreciate the need for college-wide knowledge regarding assessment. Messages will be sent to the college approximately every three weeks during the 2010-2011 academic year, each emanating from a different Assessment Committee member.

2. Closing the Loop Initiatives & Culture Initiatives
   a. SC Form Recommendation
      Krentler told the committee of a recommendation from the CBA Undergraduate Committee regarding the CBA Supplemental Curriculum Form (also known as the Steering Committee Form). The UG Committee recommends that an item be added to the form asking what, if any, assessment results support a given proposed curriculum change. This addition to the SC Form would encourage faculty to think about the relationship between assessment results and curriculum change and would make a statement regarding the seriousness with which assurance of learning is taken in the college. The committee informally agreed with the recommendation which will need to go to the Steering Committee for consideration.
The discussion of this issue led to a discussion of the relationship between assessment results and curriculum change. Should the latter always grow exclusively from the former? The committee acknowledged that it is not uncommon to have curriculum change proposals reflect changes in the external environment rather than be the direct result of an assessment suggesting students are not meeting expected levels for existing learning outcomes. It was suggested that it may be necessary in some of these instances to reconsider the goals and corresponding student learning outcomes either at the program or course level. The committee agreed, however, that this issue presents a challenge if all curriculum change is to be tied to assessment results. Krentler offered to query the AACSB Listserv to see if others have encountered similar issues.

3. Assessment Day

Assessment Day has been confirmed for Friday, April 22, 2011. The dean, associate dean, and department chairs have been asked to save the date. A request has been submitted to Aztec Center to reserve three rooms for the event hence allowing for concurrent sessions at some points during the day. Marilee Bresciani, a prominent national assessment scholar and SDSU College of Education faculty member has agreed to speak at the opening plenary session. The committee reviewed a draft agenda for the day and brainstormed several ideas and changes. Discussion occurred regarding how to best facilitate faculty participation. Several ideas were considered.

4. Spring Meeting Schedule

The committee reviewed their schedules in an attempt to determine a monthly meeting day and time for Spring Semester 2011.

The meeting adjourned at 3:50 p.m.

Next Meeting: Friday, December 17, 2010; 10:30 p.m.