Assessment Committee  
November 9, 2011  
Minutes

Present: Theo Addo, Xudong An, Kathy Krentler, Lois Olson, Amy Randel, Patricia Van Damme, Nik Varaiya

Absent: John Anderson, Annette Easton, Heather Honea

1. Committee Changes
The committee welcomed Xudong An as the Finance Department’s new Assessment Committee representative. Annette Easton will also be joining the committee as a representative of the CBA Undergraduate Committee. The committee discussed changes to its meeting schedule for Spring 2012. It was agreed that the committee would experiment with meeting every three weeks.

2. MAC (Maintenance of Accreditation)
Krentler reported that SDSU’s AACSB Maintenance of Accreditation (MAC) visit will occur on December 2-4, 2012.

3. Online Updates
The committee agreed that it would be a good idea for those in charge of the various CBA programs to enter the assessment measures being used into WEAVE. Doing so prior to April 2012 when annual assessment reports will be due will lessen the burden of data input at that time. All committee members are requested to review the material currently posted on the CBA Assessment website for the programs they manage. It is important for the most accurate and up-to-date program goals & SLOs and assessment plan to be posted for each CBA program. If a review indicates the need for updated material to be posted, the information should be forwarded to Krentler who will facilitate the website update.

4. Budget
Krentler reported that she has been informed that the CBA Assessment budget is being reviewed. There is no indication at this time, however, that funding for needed assessment activities will be eliminated. Requests for funding support for assessment should continue to be directed to Krentler who will advocate for them with the dean and associate dean.

5. Faculty Initiative
The committee continued discussion begun at its last meeting of a three-part plan designed to address its faculty involvement initiative. CBA Assessment Day (April 2011) was Part I. It was decided that Part II will include two faculty workshops to be held during spring semester 2012. The first of the workshops will focus on a course mapping exercise to be completed by all CBA faculty members. The second workshop will focus on a “Best Practices” teaching session. Mehdi Salehizadeh has agreed to schedule one of the workshops during a Friday research seminar slot.
and the committee will seek to schedule the second workshop in a similar time slot. Part III of the plan will involve a “Getting Ready for MAC” Day to occur sometime during fall term 2012.

6. **Student Initiative**
The committee continued a previous discussion of ways in which to increase student awareness of Assurance of Learning (AOL) in general and programmatic goals and student learning outcomes in particular. The CBA Undergraduate Committee has approved asking all faculty members teaching undergraduate courses to place the BSBA programmatic goals on their syllabi beginning in spring 2012. Further, bookmarks listing the goals are being considered for distribution to students when they declare upper-division. Krentler will continue to pursue the possibility of having BSBA program goals featured as screen savers on classroom computers. MBA and EMBA program directors agreed to consider approaches for increasing awareness among students in those programs.

7. **Mapping Exercise**
Krentler, with much help from Honea, VanDamme, and Variaya drafted an exercise that asks faculty members to consider and identify how material in their courses maps to the goals of the CBA’s three major programs (BSBA, MBA, EMBA). The committee reviewed various ideas for the materials that would capture this information and discussed various approaches for collecting the data. It was agreed that a face-to-face approach through a hands-on workshop would be best. The draft materials were reviewed and suggestions for simplifying and improving the exercise were discussed.

Meeting adjourned at 1:25 p.m.

**Next meeting:** Wednesday, December 14, 2011, 11:30 a.m.; Dean’s Conference Room