College of Business Administration
Graduate Committee

Minutes: April 19, 2005, 9:30 am, CGI Conference Room

Members Present: Heather Honea, Ken Marino, Mehdi Salehizadeh, Chamu Sundaramurthy

Members Excused: Murray Jennex, Sharon Lightner, Patrick Callahan

Item 1. MBA Core Faculty / Assessment of SLOs
With the semester drawing to a close, the core faculty members have been reminded to start collecting the necessary information needed in completing the assessment report due next Fall. Data collected will be shared and discussed with the core faculty at a meeting scheduled for Tuesday, June 7th. In addition, Heather told the committee that the semester-run MBA survey instrument is being readied and will be administered during the week of May 2nd. Finally, following a request by Gail Batac, the GBSA president, the committee approved the inclusion of a few additional questions to the survey designed to capture information about graduate students’ employment/placement data (salary, industry, etc.). For those students that do not have employment plans in place before graduation, a secondary survey will be sent out within 3 to 6 months.

Item 2. Theme courses: Student Selection and Data Collection
In order to assess GOALs 2 and 3 (comprised of SLOs 2.1, 2.2, 2.3, and 3.1, respectively) in AY 2006-2007, a portfolio of student work completed for the MBA Theme Courses, along with other instruments, will be relied upon. Following the discussions and suggestions made at the committee’s last meeting, it was decided that:

- Ken will select 10 students from among the full-time “cohort” MBA group (currently in the second semester of their first year) to take part in completing the portfolio instrument. A meeting/luncheon is to be held between the committee members and the selected students prior to the end of this semester. Each committee member will act as a mentor/advisor to two students, meet with them regularly starting next Fall, and guide them through the data collection process. The selected students each will be awarded a certificate acknowledging his/her contributions and be recognized at a special ceremony during the May, 2006 Graduation activities. A Blackboard site will be set up for housing all the collected data/information.

- Following a preliminary search, Mehdi informed the committee that CalState has links to numerous assessment sites and instruments (mostly targeting undergraduates, though), and that the Educational Testing Service (ETS) does offer MBA-exit exams. Pending the availability of additional information and the suitability/cost aspects of these other tools, the committee decided that the portfolio should be augmented with more objective-based instruments.
Adjournment: 10:30 am

Next meeting: A special meeting is scheduled for May 3rd, 9:00-11:30 am, CGI Conference Room, to further discuss the objective-based instruments referred to above.

Mehdi Salehizadeh
For the College Graduate Committee