Present:  Heather Honea (Acting Chair Fall 2005), David Ely, Ken Marino, John Anderson (in place of Rick Gore), Murray Jennex, Chamu Sundaramurthy

1. Committee Member Composition Fall 2005
Heather Honea will take over as chair of the Graduate Committee while committee chair Mehdi Salehizadeh is on sabbatical leave Fall 2005. David Ely will serve on the committee during Salehizadeh’s absence.

2. Assessment- Fall 2005 Report Status
The graduate committee discussed the CBA/MBA assessment report due this October. The report will address achievement of GOAL 1 (SLO 1.1 and SLO 1.2). It was agreed that the report and associated tables would be revised as follows:
   1) Analysis in the report will focus primarily on the data from the Spring 2005 faculty roundtable and this data will be complemented by graduate student survey data.
   2) More detailed information regarding how faculty derived their assessments of SLO 1.1 and SLO 1.2 will be included in the report.
   3) Table 1 will be revised to reflect data specifically related to Goal 1 and questions from the graduate student survey will be listed in the table. This will eliminate the need to attach the survey as an appendix.
   4) Table 2 will be revised so that it is organized based on SLO.
   5) Table 2 data will report ranges of SLO achieved by course and provide the proportion of students receiving a grade of a B or better. This proportion will serve as the threshold to determine whether Goal 1 SLO’s were achieved.
   6) The GSBA survey data will be eliminated from the report and Table 3 will be removed from the report.
All content eliminated from the report as well as individual faculty assessment reports will be archived.

3. Assessment- Fall 2006 Activity Status
The Committee discussed the assessment report on GOALS 2 and 3, due October of next year (Fall 2006). Student project portfolios collected Fall 2005 through Spring 2005 and student surveys administered Fall 2005 and Spring 2005 will provide the data for assessment of Goals 2 and 3. A meeting with portfolio project students will take place Tuesday, October 4th at 8:30am in SSW2601. The meeting will discuss the portfolio project briefly and introduce the blackboard site that has been created for students to log their portfolio content. Murray Jennex will replace Chamu Sundaramurthy as a portfolio student advisor for Fall 2005 and Spring 2005. Heather Honea and Ken Marino will also act as student advisors.
4. 2005-2006 Graduate Committee Goals and Initiatives

Graduate Committee key initiatives and goals for the Fall 2005 and Spring 2006 semesters.

- **Assessment**
  - Finalize Fall 2005 assessment report.
  - Coordinate the BA Portfolio Project and collect data for the Fall 2006 assessment report.
  - Review assessment measures for Goals 1-3. Coordinate assessment measures and create a template plan for assessment of these goals in the future.

- **Graduate Student Survey Revision**
  - Revise graduate student surveys to more appropriately address assessment, evaluate career placement/development, and provide strategic planning data.

- **Graduate Course Review**
  - There have been concerns that certain research skills are not mastered before graduate students begin BA795. Review MBA curriculum structure and investigate potential curriculum and/or advising improvements. Review BA795 schedule issues.

- **Strategic Planning**
  - Interface with the Strategic Planning Committee to identify initiatives that are supportive of identified CBA strategic goals. Pursue these initiatives.

Meeting Adjourned 11:20 a.m.

**Next meeting:** Tuesday, October 4th 9:30am in SSW2601 (Portfolio project advisors meet at 8:30 a.m. in SSW2601).