PAC
January 30, 2014, 10:00 a.m.
Minutes

Present: Theo Addo, Iana Castro, Steve Gill, Gary Grudnitski, Heather Honea, Kathy Krentler, Amy Randel, Patricia van Damme
Absent: Andy Do, Nik Varaiya

1. Annual Cycle Review
   a. Fall Follow Up
      The CBA Annual Assessment Cycle calls for assessment coordinators to conduct departmental/program-level meetings during Fall term. At these meetings assessment findings from the previous academic year are reported and the unit determines appropriate loop closing activities for any assessed SLOs that have fallen below the established benchmark. The PAC discussed the success of accomplishing this cycle component in Fall 2013. There are still a couple of departments that have not had their meetings.
   b. WEAVE Finish Up
      Krentler informed the PAC that WEAVE will soon roll over from the 2012-2013 cycle to the 2013-2014 cycle. Once the roll over occurs it will not be possible to go back and add loop closing activities that were determined at the departmental/program-level meetings. All PAC members were encouraged to add any additional material still outstanding to the 2012-2013 cycle as soon as possible.
   c. Spring Presentations
      The CBA Annual Assessment Cycle calls for assessment coordinators to present their department’s/program’s previous year assessment findings and planned loop closing activities to the PAC during Spring term. The committee reviewed the dates of upcoming PAC meetings and discussed a schedule for these presentations. It was noted that the committee must allow sufficient time for consideration of any curriculum proposals it receives in the coming weeks. In particular, the revised BSBA proposal will require PAC review prior to April 1st. It was agreed that Gary Grudnitski will present the 2012-2013 BSBA Common Goals findings at the next PAC meeting. It is also expected that a portion of the revised BSBA program proposal will be reviewed at that meeting. Presentations from other department/program representatives will occur at future Spring term PAC meetings.

2. Website Clean Up
   a. Course-Level SLOs
      Krentler informed the committee that the review of course-level SLOs is complete and the CBA Assessment website has been updated to reflect all changes. This includes all programs with the exception of EMBA. The EMBA course-level SLO review is underway.
   b. Maps
      Curriculum maps for all programs will be reviewed during the current semester. Updates as appropriate will be posted to the CBA Assessment website.
c. Other
The committee discussed the possibility of moving old annual assessment reports (2007 – 2011) to the Document Repository on WEAVE. This would be a way to archive the reports without keeping them on the CBA Assessment website.

3. Spring 2014 News
PAC discussed potential items for the Spring 2014 edition of the CBA Assessment News. Honea reported that on February 28th the MBA program is sponsoring a Harvard Case Teaching workshop that will be open to all CBA faculty. The workshop is in response to a need to improve student critical thinking – based on assessment findings. This is an excellent example of a loop closing activity and a great item for the CBA Assessment News.

4. Individual Meetings
Krentler mentioned to the PAC that the individual meetings she held with each assessment coordinator/PAC member in the fall to discuss the status of program-level assessment were very helpful to her. PAC members agreed that the meetings were useful to them as well. Hence, individual meetings will be undertaken again this semester.

5. WASC Rubric
The PAC reviewed a draft of a rubric being developed by the university SLO (Assessment) Committee. The rubric is intended to assess the assessment efforts of departments and programs across campus in an effort to take the pulse of the campus in the early stages of the run up to WASC reaccreditation which will take place in late 2016. PAC provided feedback on the rubric which Krentler will take to the university SLO Committee.

6. Faculty Involvement
The committee briefly discussed the challenge of keeping faculty engaged in assessment and continuing to build a culture of assessment as we move further away from AACSB Maintenance of Accreditation (MAC). The CBA is now on a five-year AACSB MAC cycle however the early intervening years between visits bring with them a greater faculty engagement challenge. PAC agreed that emphasis on loop closing to improve programs and courses (such as the Harvard Case Teaching workshop being offered to faculty) are the types of activities most likely to get faculty attention and enthusiasm. The committee agreed that it is valuable to remind faculty that the foundation of these types of activities is assessment.

The meeting adjourned at 11:30 a.m.
Next Meeting: Thursday, February 13, 2014, 10:00 a.m.; Dean’s Conference Room