Present: Beth Chung, Andy Do, Steve Gill, Gary Grudnitski, Heather Honea, Kathy Krentler, Patricia van Damme, Nik Varaiya
Guests: Dennis Cradit, Annette Easton, Dave Ely, Stephen Schellenberg

1. Introduction and Welcome

Krentler welcomed the PAC to the 2015 – 2016 Academic Year and welcomed workshop guests. Annette Easton, Chair of the MIS Department was present representing Theo Addo, the MIS departmental representative to the PAC. The Dean and Associate Dean were invited to the workshop in order to build stronger ties, awareness, and knowledge of assessment among the CBA’s top administrators, particularly in the run-up to AACSB Continuous Improvement Review (slated for early 2017). Stephen Schellenberg, Chair of the university SLO PAC (Student Learning Outcomes, Program Assessment Committee) co-facilitated the meeting (with Krentler, the PAC Chair) in an effort to draw a strong connection between the CBA and the university, particularly in the run-up to WASC reaccreditation (slated for September 2015 – March 2016). New/returning PAC member, Beth Chung, was welcomed as the MGMT Department representative.

2. WASC & Assessment in the Upcoming Year at the University Level

Schellenberg discussed university-level expectations for assessment. In particular he encouraged colleges to focus on action planning/loop closing and to share the results of assessment findings with various shareholders including students. He also described the WASC reaccreditation process. SDSU’s Institutional Report is due to WASC on September 11, 2015. The university will have an off-site meeting with its WASC team during Fall 2015. The team will visit the SDSU campus March 22 – 24, 2016. Schellenberg encouraged those present to read and review the draft of the WASC Institutional Report which is available online and he noted four places, including the assessment section of the report, where the CBA is noted for exemplary practices.

3. 2014-2015 Carry Over & the Upcoming Year in the CBA

Krentler, with input from Schellenberg, reviewed with the committee current campus expectations for the cycle of assessment. Data collected in a given semester should be analyzed with findings produced and reported to the appropriate unit during the following semester. The unit should commence discussion of appropriate action plans/loop closing following presentation of the findings. Findings and any finalized action plans/loop closing should be input to WEAVE each semester with the following deadlines: December 1st for Fall semester (reporting data collected the previous Spring), May 15th for Spring semester (reporting data collected the previous Fall). Krentler noted that the annual WEAVE cycle turns over at the end of May thus data input in the Fall for the previous year will need to placed in the previous year’s cycle.
The committee was reminded of the requirement that all Degree Learning Outcomes (DLOs) be measured using direct measures. Krentler mentioned that the AACSB, however, under the 2013 Standards, is now welcoming indirect measures as supplements to direct measures for DLOs.

Schellenberg described the university’s desire to include exemplars of student work on WEAVE and encouraged PAC members to add these when reporting findings. A discussion ensued on the need to obtain students’ permission before posting their work. A variety of approaches for accomplishing this were discussed. Schellenberg will keep all informed regarding progress on this issue at the university level.

Krentler emphasized the importance of focusing on action planning/loop closing with all assessment efforts. Credit confirmed that this is a key component of an AoL system that will be acceptable to the AACSB at the time of Continuous Improvement Review (CIR).

The committee was reminded of the on-going push to update existing curriculum maps. The current goal is to have curriculum maps for all programs in the CBA updated by the end of 2015. Krentler offered to work with any PAC representative that needs help in meeting this deadline.

4. PAC Planning & Discussion
   PAC members each shared briefly the current status of assessment with the programs they manage and plans for the upcoming Academic Year.

5. Curriculum Mapping – Revisions & Review
   The committee reviewed an updated curriculum map for the prep and core courses of the BSBA degree which was produced in Spring 2015 by Grudnitski. Discussion took place regarding the challenges of collecting data, getting faculty in multi-section/multi-instructor courses to agree, and producing the maps (WEAVE or Excel?).

6. Program Assessment Inventory
   All departments and units on campus will be asked to once again complete the Program Assessment Inventory (PAI). The PAI is a rubric that measures the level of development of program assessment efforts and WEAVE content. The university would like these inventories to be fully up-to-date for WASC. The PAC agreed to devote part of a meeting to completing this project together.

The workshop meeting ended at 11:00 a.m.
Next Meeting: Wednesday, September 16, 2015, 10:15 – 12:15; Dean’s Conference Room