Undergraduate Committee
December 6, 2004; 10:00 a.m.
Minutes

Present: Pat Dintrone, Annette Easton, Gary Grudnitski, Bruce Reinig, Mehdi Salehizadeh
Absent: Kathy Krentler

I. International Business – Curriculum Changes
The Committee considered proposals from International Business to: 1.) change Africa and Middle East emphases to one emphasis – Africa-Middle East; 2.) Add Arabic 101, 102, 201, 202 (16 units) to the Africa-Middle East emphasis; 3.) change Asia emphasis to Asia-Pacific; and 4.) change Russia and Central Europe and Western Europe emphases to Europe emphasis. All proposals passed unanimously.

II. Class Availability Survey Results
Dintrone reported on the results of the class availability survey given to upper division majors earlier this semester. There were 735 responses (about a 30% response rate). Among the core courses, IDS 301 was most frequently mentioned by students as being unavailable because all the sections were full; 36 of the 60 responses gave this as the reason. (The other 34 said that the sections they wanted were full or there weren't any convenient sections.) The University administration is now looking very carefully at college class schedules to see if they are offering enough seats in required courses so that students can complete their degrees on time. Since completion of IDS 301 is a prerequisite for courses in Marketing and Accounting, the College needs to ensure that enough seats are being offered. MGT 405 and IDS 302 were cited by about 40 students each, but in each case more than half of the respondents indicated that their preferred sections were full, not all the sections. Among the non-core classes, FIN 321, MGT 356, and ACCT 503 were most often cited, but only ACCT 503 had a majority of students report that all the sections were full, rather than just preferred sections. The Committee also noted that students’ perceptions about availability are not always accurate; for example, 10 students said they could not get Marketing 370 because all the sections were full, but the 8:00 section of 370 was never full during preregistration or crashing. The data generally indicate that we are offering sufficient seats in almost all courses, although not always at popular times. The Committee decided to administer the survey again in the Spring to see if any trends emerge.
III. **Assessment of Learning Goals**
Assessment of the Undergraduate Program for the learning goals of the College was discussed. This Spring, the goal pertaining to written and oral communication will be assessed. The learning outcome of writing well-organized and grammatically correct letters, memos, case analyses, and research reports will be assessed in IDS 290, 390W, and 396W. Grudnitski will contact John Penrose about the procedures that the Committee envisions may be used in these courses for assessment. Additionally, the learning outcome of making effective oral presentations that are informative as well as persuasive will be assessed in the capstone courses of the various majors. Dintrone agreed to contact faculty who teach these capstone courses to review these assessment procedures.

IV. **MGT 350 Assessment**
The Committee reviewed the core course assessment report prepared by Beth Chung-Herrera for MGT 350. The Committee noted that for the academic year 2003-04, the report concluded that all 13 learning objectives had been satisfactorily achieved. The Committee also noted that it had unanimously approved the discontinuance of the individual Department assessment efforts in favor of the BAT. The BAT will be administered for a second time during the Spring 2005 semester.

V. **Spring Meeting Dates**
The Committee is scheduled to meet from 10 AM until Noon in the Dean’s Conference Room on the following dates: Jan. 24, Feb. 7, 21, March 7, 21, April 4, 18, and May 2.

Meeting Adjourned at 11:30 a.m.
**Next Meeting:** Spring semester, 2005
Core Course Assessment – Mgmt 350
Annual Report
(Prepared by Beth G. Chung-Herrera 6/04)

Course: MGT350 – Organizational Behavior (F03-S04)

• Scope of Assessment

1) Number of Sections 11 out of 12  Percent of Sections of this Course 91.6%
2) Number of Faculty 11 out of 12  Percent of Faculty who Teach this Course 91.6%
3) Number of Students 1161 out of 1238  Percent of Students in this Course 93.8%

• Describe Your Assessment Process

1) Sent out old OB objectives from March 1998 to all MGT350 professors for review and updating.
2) Received responses from 4 instructors. Used feedback to create new OB objectives.
3) New OB objectives (n=13) were again sent out to all OB instructors for final review.
4) Used new OB objectives to create item pool.
5) Items were generated using a prior assessment test, new questions written by individual instructors, and textbook test banks.
6) These items were then sent out to all OB instructors for review (additions, deletions, word changes, etc.).
7) Round 2 review: feedback was incorporated and the item pool was again sent out for review.
8) Final pool of assessment questions were created on 11/17/03.
9) Generated a 20-item test (semi-randomly chosen) from this pool that covered each of the 13 objectives. Two items were picked for objectives that were more content-laden (e.g., leadership, motivation, etc.).
10) Assessment tests were given by all MGT350 instructors at the end of the Fall term. Five out of six MGT350 instructors also administered the assessment test at the end of the Spring term.
11) Results were analyzed by Beth Chung-Herrera. Each class section was analyzed individually and all MGT350 sections were also analyzed together.
12) Individual feedback was given to each instructor.
13) Objectives are considered achieved if the combined results indicate a 70% pass rate for all classes. Combined results are discussed below.
**Assessment Results**

1) **Learning Objectives Satisfactorily Achieved (Please list all):**
   - See attached course objectives template (total of 13 objectives).
   - Fall 03: all 13 objectives were satisfactorily achieved.
   - Spring 04: 12 out of 13 objectives were satisfactorily achieved. The only objective not achieved was Objective #10 – Power and Politics (measured by 1 item).
   - Combined results of F03-S04: As a whole, all objectives were satisfactorily achieved.

2) **Learning Objectives Not Satisfactorily Achieved (Please list all and indicate if any were not satisfactorily achieved in the prior academic year):**
   - Fall 03: Only 3 items were not at the pre-determined “pass” rate (70% for the total of all classes). However, the objectives linked to these 3 items were also tested by another question and the students did satisfactorily pass those questions. Therefore, the objectives were achieved overall.
   - Spring 04: 4 items were not at the pre-determined “pass” rate (70% for the total of all classes). However, the objectives linked to 3 of these items were also tested by another question and the students did satisfactorily pass those questions. Only one item was used to assess the objective regarding Power & Politics; therefore, this objective (#10 – Power & Politics) was not achieved. This item did, however, have a 61% pass rate.
   - Combined results of F03-S04: Since all the objectives were reached for Fall 03 and 12 of the 13 objectives were reached for S04 (with the one objective not achieved still receiving a 91% pass rate), we feel that overall, as a whole, the objectives for MGT350 were achieved.
   - No comparison to the prior academic year since assessment was not done last year.

**Action Plan**

For each of the above learning objectives not satisfactorily achieved, indicate what change is planned in the course to satisfactorily achieve that objective.

- Although “loosely” speaking, we did achieve the OB objectives, we have taken steps to improve both the wording of the items in the item pool and individual instructors are spending more time on the questions/topics where their class did not achieve a 70% pass rate.