

## **Undergraduate Curriculum and Assessment Committee**

Wednesday, January 13, 2010, 10:00am  
Davis 108 Conference Room

### **MINUTES**

Committee Members Present: Chris Davis, Grover Kearns, Mike Lockett, Dan Marlin (chair), Todd Shank, and Rick Smith

Others Present: None

#### 1. General Discussion on Assessment and Accreditation

Concern over process and responsibilities were raised, which culminated in the committee drafting the following resolution for consideration by the CBC:

“Because of past problems encountered, the UCAC recommends that the College of Business consolidate the responsibility for administration of accreditation and assessment activities with a single faculty member who will communicate with the administration, the dean and the faculty and staff on SACs, AACSB, and state requirements and who shall insure the maintenance of all appropriate records. This person shall have adequate staff support.”

#### 2. Generic Syllabi

The chair reminded committee members that all disciplines need to complete a one-page generic syllabus/outline for every course taught, particularly the required courses, as soon as possible, but no later than the end of the spring semester. These syllabi/outlines, which should include the measurable objectives for each course, should be turned in to Assoc. Dean Bill Jackson and Felicia Johanson.

#### 3. 2009-2010 Assessment

The committee reviewed the proposed schedule for the 2009-2010 assessment of program goals provided by COB assessment coordinator Mary Jo Jackson. The discussion centered on two issues:

- a. Twice (fall and spring) vs. once-a-year assessment.
- b. Deadline for completing all assessments

The committee agreed that assessment should take place once a year, unless the scheduling of courses necessitates twice a year. Also, it was suggested that the April 16, 2010 for completing all assessments is too early. The chair agreed to meet with the assessment coordinator to discuss moving the deadline to a later date.

#### 4. Grade Requirements

Currently, grade requirements for graduation vary across the COB disciplines. Assoc. Dean Jackson has asked the committee to request that each discipline review its grade requirements to determine whether they are appropriate.

#### 5. Curriculum Review

The committee discussed the dean's previous request for each discipline to review its curriculum, particularly in ensuring that courses taken to fulfill degree requirements have a logical sequence and meet the learning objectives of the program. The chair reminded committee members this review should be completed by each discipline by the end of the spring semester.