

**USFSP College of Business
Undergraduate Curriculum & Assessments Committee
Meeting Minutes**

Tuesday, March 29, 2011, 10:00 AM, Piano Man Conference Room

Members Present: Grover Kearns (Chair), Bill Jackson , Mary Jo Jackson (ex Officio), Mike Luckett, Dan Marlin, Rick Smith, Alison Watkins

Approval of minutes of 2/01/2011 meeting.

Minutes were approved without revision.

I/O Class Evaluations

Kearns stated that the input/output forms had been completed for all disciplines except finance. Each discipline should now review the data to determine if the inputs assumptions are realistic (e.g., are preceding courses really providing the expected instruction). Also, we should check for gaps in knowledge and skills and unnecessary overlaps. Kearns will send a form for each discipline to complete to show how the data were analyzed.

Discipline Skills Evaluation

Kearns stated that the online Accounting Skills Survey was complete. It was decided that a survey of skills for other disciplines would not be appropriate. Results from the industry meeting at Hangar Restaurant are now available and a report will be distributed to each member.

Kearns requested that each discipline decide best how to evaluate their program knowledge and skills. One approach would be to analyze similar program majors at other colleges.

Mary Jo Jackson will send members a list of skills from the ETS that are expected products of business programs. That will allow each discipline to determine if those skills are appropriate for their major program.

Academic Learning Compacts (Mary Jo)

Mary Jo Jackson reviewed the plan for Assurance of Learning and Academic Learning Compacts. The plan is for all disciplines to take action on measures done in fall 2010. In fall 2011, each discipline will close-the-loop by measuring the impact of actions taken. Also, they will update the ALC's. Assessment meetings will take place on Friday. Afterwards, assessment data will be captured on standardized forms (previously distributed) and will be entered into an assessments database.

Mary Jo also stated that she had received information from Ernie Gonzalez about previous ALC's that had been provided by each discipline. It appeared that some of the information was not the information we provided to Ernie in December 2010. Mary Jo will check to determine the nature of the discrepancy. Several members voiced a concern over communications.

New course in Career Empowerment

Luckett presented the course syllabus and objectives for the GEB 2935: Career Empowerment which is being taught this semester for the first time with an enrollment of 25 students. Bob Fischer is teaching the course and would like to have it officially adopted. Bill Jackson asked if the course would satisfy any of the General Education requirements. The committee agreed that the course should be offered one more semester as a special topic before deciding whether to make it permanent.

Adjournment 11 a.m.