

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

**Thursday, November 2, 2011, 2 PM, Piano Man Conference Room**

**Members in Attendance:** Bill Jackson , Grover Kearns (Chair), Mike Lockett, Dan Marlin, Todd Shank, Rick Smith, Bob Thompson (ex Officio)

**Absent with Regrets:** Chris Davis

**Actions:** The new finance course was approved unanimously.

**Approval of minutes from October 6 meeting** – Approved unanimously without corrections.

**Finance Course** – Shank presented the syllabus for a new finance course that had previously been offered as a special study course. The course does not require additional resources and will serve as an elective in the finance program. Approval of the course was unanimous.

**AOL Fall 2011 Report** –Thompson reported that some of the AOL's scheduled for the fall 2011 semester were not yet available and encouraged members to contact persons within their areas who were responsible for the AOLs to complete them in a timely manner. He also stated that we need the support for the measurements in our documentation.

**Generic Syllabi Progress** – Kearns requested members contact the appropriate discipline members and encourage them to submit the generic syllabi by the end of January, 2012. Each course in the program must have a generic syllabus.

**Rubrics for Assessments** – Thompson requested all members to submit all rubrics used in the measurement of AOLs. He noted that this was not the first request and the rubrics had not been forthcoming.

**Educating faculty on AACSB and AOLs** – Thompson discussed the upcoming Assessments Day activities for January 6, 2012. One activity would include having faculty grade a learning objective using a standard rubric.

**Adjourn Meeting** – The meeting was adjourned at 3:35 p.m.