

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

Thursday, September 15, 2011, 10:00 AM, Piano Man Conference Room

Members: Chris Davis, Bill Jackson , Grover Kearns (Past Chair), Mike Luckett, Dan Marlin, Todd, Shank, Rick Smith, Bob Thompson (ex Officio)

Actions:

Approval of minutes from 9/8 meeting: Minutes were approved without corrections.

Bill Jackson presented the following changes to the Entrepreneurship Major. The three courses that were a part of the approved Entrepreneurship Major (Spring 2010) were vetted separately in compliance with System requirements—ENT 3XXX Moving an Idea to Market, ENT 3XXX Social Issues in Entrepreneurial Firms, and ENT 4XXX Entrepreneurial Leadership. Four new courses were also presented: ENT 4XXX Scalability in Entrepreneurial Firms, ENT 3XXX Creativity and Innovation in Entrepreneurial Firms, ENT 4XXX Independent Research in Entrepreneurship, and ENT 4XXX Internship in Entrepreneurship. In addition, a proposal for changes in the Major and Minor were presented: 1 new course would be added to the required courses, ENT 3XXX Creativity and Innovation in Entrepreneurial Firms; and, MAN 3301 Human Resource Management would be replaced as a required course for the Major and Minor by ENT 4XXX Scalability in Entrepreneurial Firms. All proposals were approved unanimously by the Committee.

Dan Marlin presented the following changes to Management Program.

MAN Major: Credit hours will increase from 18 to 21 required hours and a grade of C- or better will be required in all MAN major courses – approved unanimously

Mike Luckett presented proposed changes to the Healthcare Administration (HCA) Minor.

The number of elective hours are increased from 3 hours to 6 hours (increasing the number of overall hours in the HCA Minor from 12 hours to 15 hours for all students: COB and non-COB alike). This change was made to address concerns by USFSP RVCAA Norine Noonan and Registrar Linda Crossman among others. The change was discussed and unanimously passed.

Discussion of ALCs:

After discussion, it was agreed that each discipline will complete and submit the ALCs in the format now on the Q drive. Thompson will ask Ernie Gonzalez if the format is still appropriate and if we should provide corroborating evidence. He will ask Ernie if class grades are appropriate as corroborating evidence. Also, Thompson will summarize the information for

Communication and Critical Thinking Skills and send to each member for inclusion on the separate discipline documents.

Davis voiced the opinion that the process was not well documented and that getting information from the administration regarding procedure and process was difficult. There was general agreement among committee members.

Davis also noted that, on the ALC form on the Q drive, that MIS should be changed to Information Systems. He will email Ernie Gonzalez and request the change.

Each member will return the completed ACLs for Spring 2011 to Thompson (using the format now on the Q drive) on or before Friday, September 23.

Discussion of AOL Plans:

Discussion of finalizing the Closing the Loop process on the Spring 2010 and Spring 2011 AOLs noted the following. We have properly planned for and performed the measurements. We have documented part of the process but have not finished that documentation. A summary of the status on the plans is attached. The finalization of the process for closing the loop for Spring 2010 and Spring 2011 will be Tuesday, September 27. All files and documents should be mailed to Kearns and Thompson.

A preliminary AOL plan for Spring 2012 was discussed. Kearns asked all members to think about how the plan should be revised for Spring 2012 (attached).

Discussion of ETS:

Thompson discussed how the ETS in Fall 2011 would be conducted. A sampling of 20-25 Gen Ed students would be assessed and a sampling of 60-70 graduating seniors would be assessed. It was decided that it would be desirable to capture the results by discipline and Thompson will investigate the possibility of having students identify their major field.

The meeting adjourned at 12:05 p.m. The Next Meeting – Sept. 29, 10 a.m. PNM.

UGCAC Assessments Status Report COB
For Discussion Purposes Only – Some information may not be accurate.
Spring 2010 – AOL Closing the Loop

Status	Goal (LG) / Objective	Measured in/by *	Closed in/by **
C/NR	LG 1/O2	GEB 4890 / Marlin	Marlin – almost complete
C/NR	LG 2/O1	GEB 4890 / Marlin (ETS)	Marlin – almost complete
C/NR	LG2/O2	All disciplines	These are ALCs
C/NR	LG 3/O1	ISM 3011 / Cherie Collins	Kearns – almost complete
C/NR	LG 4/O2	QMB 3200 / Gum	Kearns – almost complete
C/NR	LG 5/O1	GEB 4890 / Marlin	Marlin – almost complete
C/NR	LG 5/O2	GEB 4890 / Marlin	Marlin – almost complete
C/NR	LG 6/O1	GEB 4890 / Marlin	Marlin – almost complete
C/NR	LG 6/O2	GEB 4890 / Marlin	Marlin – almost complete

* Per AOL Plan – may not be accurate ** Coordinator – not necessarily faculty who teaches course

NS – Not started; IP – In-Process; C – Complete; NM – Not Measured
R – Reviewed; NR – Not Reviewed

Spring 2011 – AOL Closing the Loop

Status	Goal (LG) / Objective	Measured in/by *	Closed in/by **
C/NR	LG 1/O2	GEB 4890 / Thompson	Thompson
C/NR	LG 2/O1	GEB 4890 / Thompson (ETS)	Thompson
C/NR	LG2/O2	All disciplines	These are ALCs
C/NR	LG 3/O1	ISM 3011 / Cherie Collins	Kearns – almost complete
C/NR	LG 4/O2	QMB 3200 / Gum	Kearns – almost complete

Spring 2012 – AOL Closing the Loop

Status	Goal (LG) / Objective	Measured in/by	Closed in/by
NS	LG 1/O1	GEB 4890 /	
NS	LG 1/O2	GEB 4890 /	
NS	LG 2/O1	LG 2/O1 (ETS)	
NS	LG2/O2	LG2/O2 (ACLs All	
NS	LG 3/O1	ISM 3011 /	
NS	LG 3/O2	ISM 3011 /	
NS	LG 4/O1	GEB 4890 /	
NS	LG 4/O2	QMB 3200 /	
NS	LG 5/O1	GEB 4890 /	
NS	LG 5/O2	GEB 4890 /	
NS	LG 6/O1	GEB 4890 /	
NS	LG 6/O2	GEB 4890 /	

**Academic Learning Compacts
(ALCs – Use Form on Q Drive under Institutional Effectiveness)**

Discipline	Coordinator	Spring 2009/2010 ALCs	CTL	Spring 2010/2011 ALCs	CTL
Accounting	Kearns	Complete		Complete	
Economics	Smith	Complete			
Entrepreneurship	Jackson	Complete			
Information Sys	Davis	Complete			
Finance	Shank	Complete			
Management	Marlin	Complete		Complete	
Marketing	Luckett	Complete			
Gen Ed Assessments	Smith	Complete			