

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

Thursday, September 8, 2011, 9:00 AM, Piano Man Conference Room

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

Absent with Apologies: Chris Davis (in another meeting)

Approval of minutes from 8/24 meeting.

Minutes were approved with corrections and additions.

AOL Plans - Status

It was agreed that sufficient information existed to establish closing the loop in Fall 2010 and Fall 2011 on program objectives measured in Spring 2010 and Spring 2011 respectively. A schedule for completing this is attached.

It was also agreed that we would adopt a consistent format for documenting closing-the-loop. An example is attached.

Members will fulfill their respective assignments on or before our next meeting on September 15.

Timelines for AOLs and ALCs

1. Spring ALCs and Gen Ed Assessments must be completed, reviewed and submitted to the Dean by September 19, 2011.
2. The AOL Plan must be completed, reviewed and submitted to the Dean by October 1, 2011.
3. The report to AACSB is due July 15, 2012 and the campus visit is about July, 2013.

Members should advise faculty that the objectives and goals on the ALCs should be identical (verbatim) to those on the syllabus.

ALCs for Spring 2011 should be reviewed to insure that the loop has been closed and the file sent to Bob Thompson. Label the file like Accounting_ALCs_Spring_2011.xls.

Grade Point Average for Entry to COB

Thompson stated that USF Tampa COB would be raising the required GPA for entry into the COB from 2.5 to 2.75. No reason for the action was known. Sarasota has announced that they will retain the 2.5 requirement. The members of the committee unanimously agreed that the USFSP COB should also retain the 2.5 standard for the following reasons:

1. There is not sufficient evidence that our current students are not capable of attaining our academic objectives.
2. Raising the GPA would result in a lowering of overall enrollments.
3. If future evidence suggests that the GPA should be raised then the decision can be re-visited. Once raised, however, it would be difficult to lower it.

The decision will be announced at the Friday faculty meeting for feedback.

Entrepreneurship Major

Jackson noted that he would be bringing the courses for the Entrepreneurship Major to the committee for separate approval. The courses were approved previously as a group.

Next Meeting – Sept. 15, 10 a.m. in PNM Conference Room.

The meeting adjourned at 10:45 a.m.

UGCAC Assessments Status Report Spring 2010 – AOL Closing the Loop

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

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

Spring 2011 – AOL Closing the Loop

Status	Goal (LG) / Objective	Measured in/by	Closed in/by
C/NR	LG 1/O2	GEB 4890 / Marlin	Thompson and Marlin
C/NR	LG 2/O1	GEB 4890 / Marlin (ETS)	
C/NR	LG2/O2	All disciplines	These are ALCs
C/NR	LG 3/O1	ISM 3011 / Cherie Collins	Kearns and Collins
C/NR	LG 3/O2	ISM 3011 / Cherie Collins	Kearns and Collins
???	LG 4/O1	GEB 4890 / Marlin	Marlin
IP	LG 4/O2	QMB 3200 / Gum	Smith and Gum
NM	LG 5/O1	GEB 4890 / Marlin	Marlin
NM	LG 5/O2	GEB 4890 / Marlin	Marlin
NM	LG 6/O1	GEB 4890 / Geiger	Marlin and Geiger
NM	LG 6/O2	GEB 4890 / Geiger	Marlin and Geiger

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

Academic Learning Compacts (ALCs)

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

CLOSING THE LOOP: 2010

LEARNING GOAL #3: Our students will demonstrate proficiency with using appropriate technology in the resolution of business problems.

Objective 1: Students will be proficient in the use of database and spreadsheet software.

Measure: Students will individually perform one database assignment and one spreadsheet assignments. Students will average a grade of 70 percent or higher. The assignments used Microsoft Office 2007.

Course: Information Systems in Organizations, ISM 3011 – all sections, Cherie Collins

Date Administered: Spring 2011

Outcomes: Students in five sections scored an average of 92.2% on the database project and 90.8% on the spreadsheet project. Thus, student scores exceeded the desire outcome of 70 percent. These scores did not deviate significantly from those measured in Spring 2010.

Actions Taken: Variations of these projects will be continued in the future.

In the Fall 2011 semester, we continued offering teaching assistant lab hours to assist individuals with their individual questions about spreadsheet and database assignments. Also, we incorporated the Certipoint standard testing features into the curriculum and migrated to the Microsoft 2010 Office. Because the grades for the past two years have been very high, the instructors will evaluate whether the measures are sufficiently rigorous.