



**Undergraduate Curriculum Management and Assurance of Learning  
Committee**

**Meeting Minutes**

**Monday, June 8, 2020, 3:00 p.m.**

**Meeting Facilitator(s):** Fang Lin and Mary Jo Goedeke, Co-chairs

**Secretary:** Mary Jo Goedeke

**In Attendance:** Bienvenido Cortes, Economics, Associate Dean for Graduate School of Business  
Linden Dalecki, Marketing  
Mary Jo Goedeke, Accounting  
David Hogard, Academic Advising  
Fang Lin, Finance  
Shipra Paul, Management

**Not in Attendance:**  
Dwight Strong, CIS  
June Freund, Economics

**Committee Meeting**

The co-chairs of the UCM&AOL Committee, Fang Lin and Mary Jo Goedeke, called the meeting to order at 3:00 p.m. by Zoom meeting, due to social distancing restrictions in place at the University.

I. Curriculum Management.

There were no issues to discuss regarding curriculum management.

## II. AOL

Mary Goedeke reviewed with the committee the constructs related to goals that were developed by the committee in September 2019 and shared those constructs with the committee members.

The constructs, stated in general terms, are in the areas of communication, critical/analytical thinking, teamwork, and information technology. The committee then reviewed the narrowed version of the Course Goals Matrix containing all the survey responses for Kelce Core classes. The committee reviewed which courses currently taught each of the current goals as objectives and the depth with which each course was taught in the classes. Based upon this review the following courses were identified and selected for assessment in each of the goal areas:

1. Communication – MKTG 330 – Principles of Marketing
2. Critical/Analytical Thinking – MGT 420 – Quantitative Decision Making
3. Teamwork – MGT 690 – Business Strategy
4. Information Technology -CIS 420 – Management Information Systems

After a general discussion, the committee reached the consensus that the committee should proceed with developing assessments for the selected courses. Dr. Cortes then discussed a possible timeline of assessment and stated that not all assessments had to be done in the fall. Dr. Horner suggested a three semester cycle for assessments. We all discussed the next steps in contacting teaching faculty for the courses.

Dr. Lin asked the committee for suggestions as to how the assessments would be conducted. There was a discussion among committee members regarding the possibilities for assessments and that the individual instructors would be instrumental in developing assessments. Dr. Horner discussed that in courses, such as Principles of Marketing, we would want to ensure consistency among evaluation and suggested that more than one of the instructors be involved in evaluating assessments. Dr. Paul noted

that, we have in the past, required instructors to submit copies of exams to the AOL Committee for further assessment. Dr. Dalecki also added that for some courses the development and testing of a rubric for consistency would be helpful to ensure consistency among grading faculty.

The committee also discussed the changes to course delivery due to the Covid-19 pandemic. It was noted that the University was still considering various options for course delivery methods. It is unclear how this will affect the assessments chosen.

The meeting was adjourned.

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Mary Jo Goedeke, Secretary and Co-Chair