



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

Meeting Minutes

Monday, November 9, 2020, 1:00 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
June Freund, Economics
Linden Dalecki, Marketing
Mary Jo Goedeke, Accounting
Fang Lin, Finance
Shipra Paul, Management

Not in Attendance:
Jae Choi, CIS
David Hogard, Academic Advising

Committee Meeting

The co-chairs of the UCM&AOL Committee, Fang Lin and Mary Jo Goedeke, called the meeting to order at 1:00 p.m. by Zoom meeting.

I. Curriculum Management.

There were no curriculum items for consideration.

II. AOL

a. Canvas Course

Fang Lin presented to the committee the current status of the new Canvas community. He gave the committee a community including modules for the newly revised 2020 standards and modules for each of our 4 learning competencies. The plan is to include in the module for each competency, the wording of the competency, the rubric, the results of assessments, and any recommended modifications to the curriculum. This way all Kelce faculty will have access to the AOL assessment data and will be empowered to contribute more fully to the AOL process.

The committee made suggestions about the timing of the publication of the course to faculty, as well as the contents of the community.

b. AOL Assessment Update

Mary Goedeke presented the committee with a proposed rubric to assess the professional deliverables portion of the "Teamwork" goal. The "professional deliverable" selected for assessment is an oral presentation and therefore the rubric sets forth performance dimensions include those which would typically be evaluated during an oral presentation, such as eye contact, and speaking voice. Linden Dalecki suggested setting a standard for what will "meet expectations." Specifically, he asked that "meets expectations" would mean that the student's deliverable was approaching a professional level, while "exceeds expectations" would be at a professional level. He also suggested that "below expectations" should be significantly below a professional level.

Stephen Horner asked for the addition to the rubric regarding the physical appearance and attire of the presenter. The committee also generally agreed that the substantive portion regarding the student's conclusions and recommendations for business topics should be expanded and asked that Mary Judene Nance, the course instructor, be asked to elaborate on what additional performance dimensions she expects to assess for this assignment.

Mary Goedeke advised that she would ask Mary Judene for her input and would then present a revised rubric to the committee for their review.

No further activities to report.

The meeting was adjourned.

Mary Jo Goedeke, Secretary and Co-Chair