



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

Friday, September 10, 2021, 11:00 a.m.

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

Secretary: Mary Jo Goedeke

In Attendance

Jae Choi, CIS

Mary Jo Goedeke, Accounting

David Hogard, Academic Advising

Anil Lal, Economics

Fang Lin, Finance

Matthew Lunde, Marketing

Shipra Paul, Management

Bienvenido Cortes, Economics, Associate Dean Graduate School of Business

Guests in Attendance: Stephen Horner, Associate Dean Kelce Undergraduate School of Business

Committee Meeting

The co-chairs of the UCM&AOL Committee, Fang Lin and Mary Jo Goedeke, called the meeting to order at 11:00 a.m. by Zoom meeting.

I. Curriculum Management.

a. New BBA Major

Mary Goedeke presented two documents, a New Major Request Form and a KBOA Program Approval form. The committee members reviewed the documents. David Hogard noted that the New Major Request form stated a proposed start date of August 2022, and the Program Approval form proposed the start date as of August 2023. After discussion the committee voted and unanimously approved the Request for New Program, with the provision that the proposed starting date be corrected.

b. New Finance Minor

Fang Lin presented a Request for new Finance Minor and advised the committee that the minor would only be offered to Kelce College of Business majors. After review and discussion, the committee voted and unanimously approved the request for new minor.

II. AOL

a. Updates on curriculum change implementation for assessed goals

i. Critical Thinking

Fang Lin advised that Critical Thinking was set for re-assessment in this Fall semester. Shipra Paul, advised that she had discussed the matter with Choong Lee and that implementation of curriculum changes was still underway. She also advised that the course is currently being taught as an online course due to the COVID-19 pandemic, but that it would return to instruction in the normal face to face format in the Spring semester. She advised that although it was scheduled for re-assessment in the Fall semester, delaying the assessment one semester would yield more useful data. Therefore, upon discussion, the committee agreed that the assessment for critical thinking should be delayed until Spring 2022. Stephen Horner advised that our year of record is 2022-2023. Mary Goedeke noted that there could be no further delays, and that in order to “close the loop” the assessments must be completed in Spring 2022.

ii. Teamwork/Professional Deliverables

Mary Goedeke updated the committee on the status of the Teamwork learning goal assessments. Initial assessments were completed in Fall 2020, and the learning goal is set for re-assessment in this semester. Course instructors, Stephen Horner and Mary Judene Nance discussed curriculum changes and will be implementing those changes in their courses this Fall. David Hogard and Holly Kent have scheduled a meeting for the following week to discuss aligning their courses to better support the professional deliverables aspect of the Teamwork learning goal.

b. Updates on upcoming Fall 2021 assessments

i. Communication

The next item for discussion was the Communication learning goal which is set to be assessed this Fall in Principles of Marketing taught by Matthew Lunde and Kristen Maceli. Mathew Lunde reported that he and Kristen Maceli have aligned their course curriculum and are prepared for assessment this fall. Fang Lin presented a proposed rubric for assessment of the writing assignment. After questions and discussion, the rubric was approved as written.

ii. Information Technology

The final item for discussion was the status of the Information Technology learning goal which is also set for first assessment this Fall. This learning goal is being assessed in ACIS 420 Computer Information Systems, all sections of which are taught by Jae Choi. Mary Goedeke presented the committee prepared by Jae Choi for review. Bienvenido Cortes noted that the first learning objective may need to be divided up into three sections to isolate each aspect of the learning goal for assessment. Jae discussed the type of assessment was complex, and required the student to complete tasks on a computer and that separating out each element would be difficult. Mary Goedeke also noted the drafting of the learning objectives was such that some learning objectives would be difficult to measure, for example it is difficult to measure understanding. She suggested modification of the language so that the objectives could be measured, most importantly so that the data captured would be usable. Jae asked for some time to work further on the rubric, the committee agreed.

With no further items to discuss, the committee agreed to meet at 11:00 am on September 24, 2021 to follow up on the progress for assessment completion.

The committee was adjourned.

/s/ Mary Jo Goedeke
Mary Jo Goedeke, Secretary and Co-Chair