COB Assessment Committee Meeting  
Monday, September 8, 2008

Present: Drs. Benavides, Black, Dube, Klaus, Lucero, Vokurka, Dean Abdelsamad, Ms. Elizondo, Ms. Polansky, Ms. Sterbach

Dr. Vokurka called the meeting to order at 9:28 AM in the College of Business Conference Room. Minutes of the April 28, 2008 COB Assessment Committee meeting were approved.

Accomplishments for 2007-2008
Assessment Committee accomplishments for fall 2007 and spring 2008 were reviewed and updated to include current status of each objective.

Plans for 2008-2009
Assessment Committee objectives for fall 2008 were discussed and include:
1. Prepare 2007-2008 Assessment Report
2. Continue administration of course-embedded measures
3. MFT policies/administration issues-one hour course, mapping MFT content to curriculum, review and adjust online MFT review
4. Continue to administer graduate, undergraduate, and faculty EBI surveys
5. Develop learning outcomes for each major for SACS accreditation
6. Review documentation for AACSB visit in January 2009
7. Develop intranet site for assessment
8. Review use of WebCT as depository for course embedded measures

EBI Surveys
Dr. Vokurka suggested that we take each EBI survey and provide an analysis and recommendations for each as we did last year. Volunteers for the analysis are:
Undergraduate Business Exit Assessment- Dr. Dube and Dr. Lucero
Part-Time MBA Exit Assessment- Dr. Klaus and Ms. Polansky
Management Education Faculty Assessment- Dr. Benavides and Dr. Black

Course Embedded Measures
Dr. Vokurka will follow up with instructors and evaluators for spring 2008 rubrics. At our next meeting we will discuss what courses will be measured for fall 2008.

MFT Administration
The Undergraduate MFT will be held Friday, November 7, 2008. There will be a morning and an afternoon administration. Ms. Polansky volunteered for the morning administration, Dr. Klaus volunteered for the afternoon administration, and Dr. Benavides is available for both administrations.

The Graduate MFT will be held Saturday, November 8, 2008. At this time we need one volunteer.

Maintenance of Accreditation
Dean Abdelsamad discussed items needed for our upcoming maintenance of accreditation and accounting accreditation visit. He suggested the Committee think of questions they may ask and
to be prepared to show what we have done with the results and data collected. Dean Abdelsamad is thinking of noting the Assessment Committee as one of our best practices.

Dean Abdelsamad opened the floor for questions. Dr. Black asked if there will be a faculty retreat. Dean Abdelsamad stated he plans on discussing this with the Department Chairs and feels that one component will be strategic planning and the other component will be identifying what we do best.

Next meeting is scheduled for Monday, September 29, 2008 at 9:30am.

Meeting Adjourned at 10:00 a.m.

Minutes submitted by Shawn Elizondo