

Minutes

Committee: Continuous Improvement

Attendees: Mina Balamoune-Lutz, Jay Coleman, Bruce Fortado, Cheryl Frohlich, Lynn Jones (members not in attendance: Tom Barton)

Date: October 1, 2012

Approval of prior minutes: N/A

Jay Coleman was unanimously elected chair of the committee.

Lynn Jones reported on a number of items of relevance:

- Faculty assessments are due one week after grades are due this term;
- Our committee receives the new information by January 31, 2013;
- By March 1, 2013, the committee is to provide an executive summary of assessment results for all degree programs;
- The committee then moves forward any recommendations to the appropriate curriculum (and/or other) committees;
- There is now a standardized template for reporting assessment results;
- The expected thresholds for undergraduate assessment results on individual criteria are as follows:
 - At least 15% of the observations should be “above satisfactory”, denoted by A or B (or > 80%);
 - 70% of the observations should be “satisfactory”, denoted by C or D (or 60-80%);
 - No more than 15% of the observations should be “below satisfactory,” denoted by F (or < 60%)
- The expected thresholds for graduate assessment results on individual criteria are as follows:
 - At least 80% of the observations should be “satisfactory” or “above satisfactory,” denoted by A or B (or \geq 80%);
 - No more than 20% of the observations should be “below satisfactory,” denoted by C, D, or F (or < 80%);
- Critical thinking assessment will take place again in Spring 2013 for both undergraduate and graduate programs (critical thinking assessment is to take place three times within each five-year window);
- Technology, global understanding, and major functional area assessment takes place each Fall term
- Ethics and communication assessment takes place each Spring term;
- There is a framework for critical thinking that goes by the acronym PEAS (standing for Problem, Evidence, Analysis, and Solution), which Lynn will further investigate and report on at our next committee meeting;
- The visit of the AACSB visitation team will take place on January 27-29, 2013.

During and after the discussion of the above items, Lynn and various committee members suggested the following possible areas for the committee to address going forward:

- Determining a mechanism and point in the graduate program through which to introduce improvement of writing skills;
- Determining how to address deficiencies in the graduate program that were identified by the recent focus group of business professionals, including:
 - Critical thinking;
 - Communication (via all modes);
 - Leadership / ethics;
 - Application / integration of functional area knowledge across functional silos;
- Introducing / improving the coverage of business ethics within and across the curriculum (particularly at the undergraduate level).

There was general agreement among the committee members that business ethics appears to be the area that is in most substantial need of attention. (Lynn also noted that learning objectives dealing with ethics are now being frequently linked with sustainability in other institutions.) Therefore, as an action item, prior the next meeting each committee member will canvas the faculty in their own areas as to what is currently being done on that learning objective in current coursework, and generate ideas as to how we might improve on this item in the future.

The next meeting was set for **Monday, November 5, at noon – 1:00 pm.**

The meeting adjourned at 1:00 pm.