

Monk, Betty

From: Goel, Lakshmi
Sent: Thursday, September 20, 2012 3:21 PM
To: Monk, Betty
Cc: Jones, Lynn
Subject: UCC Approved Meeting Minutes - 03/28/2012
Attachments: UCC_Mar28_2012_Approved.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Betty,

Please see attached.

Best,
Lakshmi

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Undergraduate Curriculum Committee Meeting Minutes March 28, 2012

Members present: Lakshmi Goel (Co-chair), Pingying Zhang (Co-chair), Lynn Jones (nonvoting), Cheryl Campbell (nonvoting), Oliver Schnusenberg, Diane Tanner, Louis Woods

Members absent: Paul Mason, Josh Samli

Guest: Robert Frankel

The meeting started at 11am and ended at 12:40pm in the conference room, 42/2004. The following issues were discussed:

1. Minutes from the two prior meetings on 10/31/2011 and 01/20/2012 were approved.
2. Lynn Jones presented a scale developed by the Continuous Improvement committee for mapping student performance as Below Satisfactory, Satisfactory, and Above Satisfactory. The UCC recommended that the corresponding thresholds of performance in classes be 15%, 70% and 15%.
3. The committee reviewed a standardized template for course assessment suggested by Oliver Schnusenberg. The template, with added suggestions, is attached with these minutes.
4. Two APCs from the Marketing department were discussed. In the absence of the representative from the Marketing department, Robert Frankel was invited to provide the context for these APCs. The committee, with minor revisions, approved both APCs.
5. One APC from Finance was discussed and approved, with minor revisions.
6. Lynn Jones presented comparative ETS scores from peer/ aspirant institutions. CCBs comparative performance at the BBA and MBA level was strong at the college-wide and department levels.
7. Lynn Jones recommended the UCC participate in the C-suite roundtable being planned by the GCC to garner curricular recommendations from the industry.
8. Lynn Jones indicated the possibility of obtaining rubrics for standardized assessments in classes.
9. Lynn Jones indicated the possibility of collecting information on committee meeting attendance.
10. Lynn Jones presented ETS data on student performance in accounting by major. International Business, Management, and Marketing percentiles were particularly low. There was discussion on how students' quantitative aptitude is a strong indicator of success. These results had been presented at the Executive Committee. Lynn Jones conveyed options that were discussed at the Executive Committee (entrance exam; selective admission to majors/program (must be approved by Academic Affairs); limited access to programs (must be approved by BOG). Cheryl Campbell discussed logistical requirements related to the aforementioned options. She also made some suggestions that can be discussed at the department, college, and university levels to address poor performance (suspension; retention; limits on "W"s).

Submitted by,
Dr. Goel & Dr. Zhang

Course Number – Course Name (e.g., FIN 3403 – Financial Management)

EXECUTIVE SUMMARY

The following topics are assessed each term in (*course number*). These topics are:

- 1)
- 2)
- 3)

(Add numbers as necessary)

We will show the mean score of student performance in each of these areas over _____ assessment periods. In addition, we will discuss how we continue to improve student performance in these areas.

DATA SUMMARY

In this section we list the questions that are used to assess student learning for each of the topics identified above as well as the mean score for each assessment periods. *(If more than 3 questions put in appendix)*

1. Topic # 1 (title as appropriate)

Questions utilized to assess topic:

- a)
- b)
- c)

(If more than three, prepare an appendix and add letters as necessary)

MEAN SCORES for Topic # 1 title *

	Term 1	Term 2	Term 3
Mean Score			
% Students Below Satisfactory			
% Students Satisfactory			
% Students Above Satisfactory			

ACTION TAKEN TO IMPROVE THE MEAN

2. Topic #2 (title as appropriate)

- a)
- b)
- c)

(Add letters as necessary)

MEAN SCORES for Topic # 2 title*

	Term 1	Term 2	Term 3
Mean Score			
% Students Below Satisfactory			
% Students Satisfactory			
% Students Above Satisfactory			

ACTION TAKEN TO IMPROVE MEAN

2. Topic #3 (title as appropriate)

- a)
- b)
- c)

(Add letters as necessary)

MEAN SCORES for Topic # 3 title

	Term 1	Term 2	Term 3
Mean Score			
% Students Below Satisfactory			
% Students Satisfactory			
% Students Above Satisfactory			

ACTION TAKEN TO IMPROVE MEAN

* If performance in a *qualitative* assessment such as a research assignment or project used, provide an example each of a below satisfactory, satisfactory, and above satisfactory submission. Include the rubric used for assessment. If performance in an *oral presentation* used, provide an example each of a student deliverable such as PowerPoint slides that is below satisfactory, satisfactory, and above satisfactory. Include the rubric used for assessment.