

Minutes of the Assessment Committee of the College of Business Administration  
November 3, 2005

Members Present:

Miguel Perez, Elizabeth Guerriero, Charlotte Owens, Stan Williamson, Christine Berry

Member Absent:

Hollis Bray

Meeting time: 2:00 pm

Location: Admin 3-45

Guest: Dean Ronald Berry

Dean Berry gave the committee our charge for the year which was to develop an assessment plan for the college and to “oversee” the development of the assessment plans for the MBA program and the individual curriculums within the college.

Dr. Berry informed us that we need to complete the loop on assessing communication and start gathering data on at least another goal. He also mentioned that the College had collected data for assessment in the area of ethics.

The Committee defined the top two priorities at this moment. They include creating learning outcomes and traits for the functional competence goal and choosing the places to gather data on communications. The committee drafted wording of learning outcomes and traits for functional competence. They are as follows:

- Demonstrate relevant knowledge of business disciplines
  - Understand basic business concepts
  - Read basic financial statements
- Understand interdisciplinary business relationships
  - Identify relevant business disciplines
  - Explain interdependencies among business disciplines
- Use technology for gathering and disseminating information
  - Demonstrate basic computer literacy
  - Use an appropriate technology tool to transform data into information

The meeting adjourned at 3:30 pm.