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## Undergraduate Curricula and Assessment Committee Meeting : 2012 : 04 : 18

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**USFSP College of Business  
Undergraduate Curriculum & Assessments Committee  
Meeting Minutes**

**Thursday, April 18, 2012, 10 AM, Piano Man Conference Room**

**Members Present:** Chris Davis, Bill Jackson , Grover Kearns (Chair), Mike Lockett, Dan Marlin, Todd Shank, Rick Smith, Bob Thompson (ex Officio)

**Actions Taken:**

1. Passed request to approve changes to Business Law Minor.
2. Passed request to approve new Business Law course Constitutional Law and the Free Enterprise System.
3. Passed request to approve new Business Law course Anatomy of a Deal.
4. Passed request to approve new Business Law course BUL Selected Topics.

Minutes from January 12, 2011 Meeting: Unanimously approved.

ALCs for Spring 2012 by Discipline

Kearns remarked that E. Gonzalez had not yet entered last year's ALCs. Gonzalez had requested that we use the format on the Q drive (a copy was distributed to members). Davis distributed a document which included a different format which was similar but included a column for the PEBC. Members decided that the formats were similar and each discipline could submit the ALCs using either format.

Members agreed that (1) all Spring 2012 ALCs would be sent to Bob Thompson on or before June 1, (2) each discipline would maintain a copy of the ALCs, and (3) Thompson will forward all ALCs to E. Gonzalez. Currently, the ALC documents are on the Q drive in the Institutional Research directory.

AOLs (Left Over from Fall 2011)

Bob Thompson now has most of the information for AOLs not completed in Fall 2011. The information for Learning Goal 3, Objectives 1 and 2, is not yet available and Davis will provide

that. Information for Learning Goal 4, Objective 2 is not yet available. Kearns and Thompson will request that data.

### AOL Schedule for Fall 2012

Members agreed upon an AOL Schedule for Fall 2012 (attached). Kearns stated that he would contact Stowell and Johnson regarding measuring Learning Goal 5 Objectives 1 and 2. All members should contact faculty within their respective disciplines who have responsibilities for measurements and ask them to reflect these responsibilities in their fall syllabi.

### Rubrics

Thompson requested that members inform faculty to provide rubrics that have been used to evaluate learning goals.

### Generic Syllabi to Felicia

Some areas either have missing or deficient generic syllabi for 2012. These include Finance, ISM, Marketing, and Management. Members should check the folder on Felicia's desk to determine the nature of the deficiencies and correct those immediately. Shank noted that he had made multiple requests of faculty.

### Other Business

No other business was discussed

Adjourned at 11:20 AM