

DEPARTMENT MEETING MINUTES

Department of Business and Economics
Erlanson 304, February 14, 2011

Present:

Chuck Reichert (Chair), Bob Beam, Kay Biga, Mei Cao, Diek Carlson, Ethan Christensen, Dave Johnson, Bruce Kibler, Andres Marroquin Gramajo, Rick Moran, Connie O'Brien, Richard Stewart

Guest:

Eri Fujieda

1. Chuck Reichert called the meeting to order at 12:05 pm.
2. A motion was made to approve the minutes of the January 14th meeting. The motion was approved.
3. Chuck Reichert announced that Rick Moran has agreed to be the assessment liaison for the DBE.
 - The department needs to develop a written report on five to seven student learning outcomes by March 11, 2011.
4. Kay Biga has agreed to be the interim Director of Development and Alumni Relations for UWS.
 - As part of her new role, Kay announced that she is accepting donations in honor of Bob Beam's retirement. The donations will be added to the Shippar/Beam Scholarship Fund.
 - Kay also mentioned the possibility of getting a TV for Erlanson that will run a business news network.
 - Kay invited faculty to a free Leadership luncheon on May 6 from noon to 1:00 pm.
5. Eri Fujieda passed out information on Program-Level Assessment Resources, gave examples of assessments done by other universities, and gave a brief description of the assessment process.
 - A question was posed concerning whether the Business Administration major with four different concentrations is one program or 4 separate programs. Eri stated it was entirely up to the department to decide which way makes the most sense.
 - Eri emphasized that the assessment is supposed to be a tool for us to use and it is not just for the HLC.
 - Eri suggested that we draw from course syllabi in putting together each program-level assessment. She emphasized that assessment is a process and we are not searching for perfection. There needs to be clear measureable goals regarding student learning outcomes.
 - Eri stated that she has several books and articles available to borrow that may be helpful in putting together our program assessments.
6. It was recommended that Bruce, Ethan and Dave decide whether to treat Business Administration as one program or separate concentrations.
7. The meeting was adjourned at 12:54 pm.

Minutes respectfully submitted by:

David Johnson
Recorder