

Agenda
January 25, 2005

1. Approval of the January 11, 2005 minutes
2. Review revised checklist of oral communication
 - a. watch several videotapes of BPL 5100 presentations
 - b. reconsider/revise checklist based on presentations
3. Share revised definition or written communication
 - a. look at writing samples of finance class provided by Schwartz Institute
 - b. create a checklist for written communication
4. Set next meeting and plan next assignments

(over)

Members of the BBA Learning Assurance Committee

Glenn Albright
Al Booke
Michael Carew
Ajay Das
Dorothy Dologite
Debra Dookeran
Elsie Gottlieb
Ed Rogoff
David Rosenberg
Bill Ruland
Steven Schnaars
Judy Tse
Ashok Vora
Phyllis Zadra

Consulting Members

Rob Ducoffe
Hamou El Barmi
Matt Johnson
Hedda Nadler-Hurvich, President of Mount & Nadler

Guests

Suzanne Epstein
Mikhail Gershovich
David Potash
Dan Simmonds
Mark Spergel