

**BBA Learning Assurance Committee
Minutes of February 22, 2005**

The minutes of the February 8, 2005 meeting of the BBA Learning Assurance Committee were approved.

The meeting began at 11:30 AM. In attendance on February 22, 2005 were Glenn Albright, Al Booke, Michael Carew, Ajay Das, Dorothy Dologite, Elsie Gottlieb, Matthew Johnson, Ed Rogoff, David Rosenberg, Steven Schnaars, Judy Tse, Ashok Vora, and Phyllis Zadra.

Attending as guests were: Mikhail Gershovich from the Schwartz Communication Institute, John Choonoo, Director of Institution Research, Paula Berggren and Cheryl Smith from the English Department and WAC Coordinator, and Zicklin faculty designing and teaching CIC capstone courses. Those faculty were Donald Schepers, Michael Stauffer, Andy Grein, Gloria Thomas, and Barry Dumas.

The latest revision of the BBA Learning Assurance Written Worksheet was distributed. The worksheet divides writing skills into four subcategories: Thesis/Focus; Evidence; Structure and Style. After considerable discussion a revision was agreed upon. Ed Rogoff in collaboration with Cheryl Smith agreed to update the form. We will ask Debra Dookeran to provide an outline similar to the one used in oral communication. The format will use a 3 point scale: 3= Exceeds expectations; 2= Meets expectations; 1= Below expectations; 0= Not applicable.

The faculty representatives teaching CIC courses provided feedback regarding the suitability of the checklist for their courses. In some courses it wasn't clear if there is a writing assignment that is an appropriate vehicle for this assessment. The CIC faculty felt that distribution of the checklists at the outset of their courses would clarify what skills are important and what students need to include in their papers and presentations.

Further discussion of where and how the assessments for the oral and written learning goals will be conducted will occur at the next meeting. We expect to have faculty working on other CIC capstone courses attend the next meeting.

The meeting was adjourned at 1:05PM. The next meeting was set for March 8, 2005 at noon. We will try and provide lunch for that meeting.