

**BBA Learning Assurance Committee
Minutes of January 25, 2005**

The minutes of the January 11, 2005 meeting of the BBA Learning Assurance Committee were approved.

The meeting began at 11:30 AM. In attendance on January 25, 2005 were Al Booke, Michael Carew, Ajay Das, Debra Dookeran, Elsie Gottlieb, Matthew Johnson, Ed Rogoff, David Rosenberg, Steven Schnaars, Judy Tse, Ashok Vora, and Phyllis Zadra.

Attending as guests were: Mikhail Gershovich and Dan Simmonds from the Schwartz Communication Institute, Mark Spergel, Director of the CUE Program and adjunct professor in Communication Studies, and David Potash, Associate Provost.

The following items were distributed: a revised rating sheet for oral communication skills and a handbook on the CPE.

The committee discussed whether or not the CPE exam could be used as an assessment instrument for written communication. Mikhail described the exam and answered questions about when the test was administered and the pass rate. The committee unanimously agreed that the exam was given too early in a student's career (between 45-60 credits) and Baruch has too high a pass rate to be an effective assessment instrument for our graduating BBA students.

Dan Simmonds provided additional videos of student presentations in BPL for the committee to watch. Steve Schnaars distributed the revised checklist and we began to watch the videos. After watching the tape there was discussion about some of the items on the checklist. We watched parts of several other tapes and agreed that we would try and finalize the checklist for the next meeting. Debra Dookeran agreed to help format the checklist so that it fit on one sheet and would be easier to use. It also was agreed that there would be column for individual performance and group performance.

The meeting was adjourned at 1:00PM. The next meeting was set for February 8, 2005 at 11:30AM.