

**BBA Learning Assurance Committee
Minutes of March 2, 2006**

The minutes of the February 14, 2006 meeting of the BBA Learning Assurance Committee were approved.

The meeting began at 11:45 AM. In attendance on March 2, 2006 were Raquel Benbunan-Fich, Bob Blau, Al Booke, Michael Carew, Mehmet Genc, Ed Rogoff, Judy Tse, and Phyllis Zadra.

Attending as guests were: Jerry Bornstein from the Newman Library, Mikhail Gershovich from the Schwartz Communication Institute, Dennis Slavin, Associate Provost, and John Choonoo, Director of Institution Research and Karl Lang, from the MBA Learning Assurance Committee.

Phyllis Zadra expressed an intention to collect data on both written and oral communication in the spring semester. The need for shorter written samples was discussed. Mikhail distributed a prompt that was used in a history class. There was discussion about whether the written assignment should be given in class or part of a take home assignment. There was some discussion that a more generic prompt might be used and students brought to a computer lab to write the essay. It was agreed that a variety of assignments might be used for this round of data.

In preparation for the continuing discussion of analytical/technological skills several members of the committee prepared lists of the skills that students are expected to have after completion of their courses. We discussed the skills described in the SimNet test, precalculus, CIS 2200, Eco 1001, Eco 1002, Sta 2000, and calculus. The committee agreed that it would like to look at the skills in Bus 1000, Acc 2101 and the basic business core (Fin 3000, Mkt. 3000, Mgt 3120 and Mgt 3121). After reviewing all of the skill sets emphasized in the preceding courses, it should be easier to determine what type of evaluation we would want for analytical/technological skills and what would be the appropriate time to test for it.

The meeting was adjourned at 1:15PM.

The next meeting is set for 12 noon on Tuesday, March 21, 2006.