

**BBA Learning Assurance Committee
Minutes of May 23, 2006**

The minutes of the April 4, 2006 meeting of the BBA Learning Assurance Committee were approved.

The meeting began at 12 noon. In attendance on May 23, 2006 were Raquel Benbunan-Fich, Bob Blau, Al Booke, Michael Carew, Mehmet Genc, Matthew Johnson, Seth Lipner, Edward Rogoff, David Rosenberg, Steve Schnaars, Ashok Vora, Susan Young, and Phyllis Zadra.

Also attending were: Dennis Slavin, Associate Provost, John Choonoo and Jimmy Jung from the Office of Institutional Research and Jerry Bornstein from the Library.

Phyllis Zadra indicated that we had completed collecting data on oral communication. Schwartz Communication consultants, faculty and retired executives formed teams of three to visit BPL classes and observe the oral presentations. Approximately 100 students were observed. The evaluators were trained and by watching videos of previous presentations and discussing their scoring choices. These data will be looked at by the Office of Institutional Research and the results will be presented at our next meeting.

Writing samples are being collected from each of the major capstone courses. After we gather these materials, we will discuss ways in which we can evaluate and rate the writing skills.

The committee continued to look at how it might assess analytical skills. Professors Vora and Young provided questions that were used in their classes. The committee discussed whether these types of questions captured analytical skills. We also discussed the best place to assess analytical skills. Prof. Lipner suggested that too many skills were being assessed in BPL. There was a lively discussion about where in the educational journey we should assess our students. Prof. Booke reminded the Committee that we are trying to determine a level of skill for our graduating students.

It was agreed that we would attempt to work on analytical skills during the summer.

The meeting adjourned at 1:30 PM. No date was selected for the next meeting.