**AOL Subcommittee Meeting**

Fall 2017

**Attendees:**

* Eric Fricke
* Sandy Luong
* Ekin Alakent
* Robert Lin
* Filippo Rebessi
* Joanna Lee
* Xinjian Lu

**Agenda & Notes**

1. Xinjian’s Remarks:
   1. Section 6 of AACSB report encouraged for extra review
   2. Meeting with review team at 1-150pm
2. Overall expected responsibilities and service
   1. Committee to meet as needed.
   2. Review documents, review assessment results, oversee process of closing the loop.
   3. Committee acts as representing process.
   4. Service points may increase over time as workload adjusts.
3. Review and approval of Curriculum Management and Assurance of Learning Handbook
   1. Reviewing assurance of learning part of handbook
   2. Comments to be forwarded to Eric
   3. Robert: Table of contents to be updated
   4. Joanna: Clarification on improvement teams – How will membership be determined? / Role of subcommittee
      1. Program manager has authority to develop teams
      2. Written to provide maximum flexibility to Director
      3. Add role of chairs to echo changes/communicate across sections of a course in figure 2 of handbook - page 89
      4. Role of program director vs. department chair
      5. Discussion of faculty retreat every two years
   5. Approval of handbook
      1. All in favor: 5-0 vote
4. Review and approval of AOL Summary Reports by program from 2016-2017. These reports summarize assessment results and closing the loop/improvement actions by program and learning objective.
   1. Filippo: Cycle of improvement loop, assessment actions, etc... inquiry
   2. Stating “closing the loop” under AOL summary reports for BA ECON, MSA, MSBA
   3. Approval of Summary Reports
      1. All in favor: 5-0 vote
5. AOL plans for 2017/18
   1. MBA Global in Oakland and San Ramon – See if can retrieve papers from last year to do assessment this year for global assessment
   2. MBA San Ramon – Written communication assessment (retrieve old assignments)
   3. MBA – All campuses; closing the loop actions on written communication objective
6. Issues recruiting faculty to assess writing and oral communications.
   1. Ekin: Bringing in more faculty to help with assessment in written communication
      1. Bring faculty in to assess one course’/one professor’s papers
      2. Eric to discuss more with Xinjian
7. Proposed Syllabus insert for writing help for students (and SCAA information)
   1. Insert into all courses mapped to written communication learning objective
   2. SCAA rep to come into present services in class – Ekin to offer course
   3. Approval of written communication insert
      1. All in favor: 5-0
8. Proposed Closing the Loop/Improvements Form
   1. Adding approval signatures to the form
   2. Who to fill out form?
      1. Form to be filled out after program director reviews assessment results
      2. One form, one program objective
      3. Form documents that the process happened
      4. Robert: Distribute completed forms to faculty and share information to faculty will be helpful
         1. Sharing info to faculty after data collected and results produced so faculty can participate in discussions about closing the loop
      5. Disseminating forms, published on website, sent back to Chairs to give to faculty, etc..
      6. Add form to end of each assessment report
         1. After each assessment report, add form to end for program director to complete.

Meeting Adjourned.