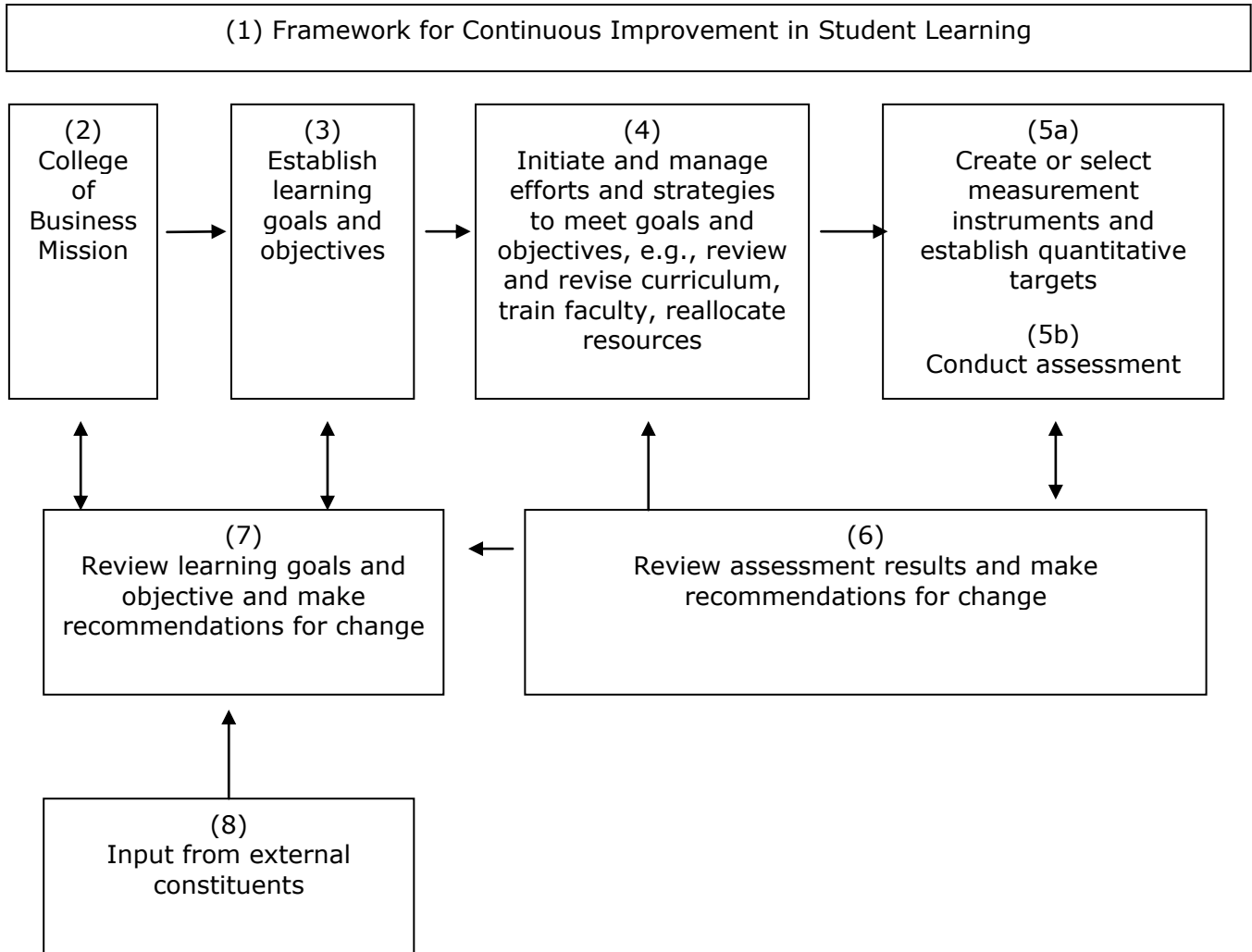


College of Business
Framework for Continuous Improvement in Student Learning*



Administrative and faculty responsibilities for continuous improvement plan

<i>Flow-chart Index #</i>	<i>Curriculum review and revision process component</i>	<i>Review and advice responsibility</i>	<i>Approval level</i>	<i>Primary administrative responsibility (see note)</i>	<i>Frequency</i>
1	Overall policy on review and revision processes	<ul style="list-style-type: none"> • Undergraduate or Graduate Curriculum Committee (as appropriate to level of program) • Department faculty, through communications with chairs and Undergraduate or Graduate Curriculum Committee (as appropriate to level of program) • College of Business Council • External constituents 	Dean	Chairs Group	As needed based on assessment processes or feedback from constituents
3	Establish learning goals and objectives		College faculty and Dean	Chairs Group	<ul style="list-style-type: none"> • Annually at end of assessment, and • Continuously as feedback is received from constituents
4	Initiate, revise, and manage efforts and strategies		Dean	Chairs Group	<ul style="list-style-type: none"> • Annually at end of assessment, and • Continuously as feedback is received from constituents
5a	Create quantitative measures and instruments		Dean	Faculty teaching course where assessment takes place	<ul style="list-style-type: none"> • Annually at end of assessment, and • Continuously as feedback is received from constituents
5b	Conduct assessments		Dean	Faculty teaching course where assessment takes place	<ul style="list-style-type: none"> • Within courses or at end of program depending upon nature of assessment
6	Review assessment results and make recommendations		Dean	Chairs Group	<ul style="list-style-type: none"> • Annually at end of assessment, and • Triennial curriculum audit (see details below) • Continuously as feedback is received from constituents
7	Review learning goals and objectives and make recommendations		Dean	Chairs Group	<ul style="list-style-type: none"> • Annually at end of assessment, and • Continuously as feedback is received from constituents

Note: *Primary responsibility*, as used in this context, means that the identified group is responsible for drafting documentation associated with the component of the plan, e.g., the chair's group has primary responsibility for drafting the original learning objectives goals and objectives (Component #3 of the plan). Moreover, the chairs have primary responsibility for drafting any changes to the goals and objectives that may become necessary as a result of the continuous improvement plan. Likewise, the chair's group has primary responsibility for reviewing the periodic assessment results, drafting summary reports and recommendations, and updating the BSBA, MAcc, and MBA *Assessment of Learning Plans*.

Continuous Improvement Cycle Calendar

The feedback process is described below:

1. End of spring semester/beginning of summer term. The applicable department chair/program director collects assessment data, analyzes the data, and drafts a written summary of assessment data and submits to the Dean.
2. Mid-summer. Dean distributes the summaries of assessment data to the Department Chairs, Associate Dean, and the Undergraduate or Graduate Curriculum Committee as appropriate to the level of the program.
3. September. The Department Chairs, Dean, Associate Dean, the curriculum committees, and the faculty review the written summaries of the assessment data. Based on feedback and consensus from the aforementioned groups, the Dean coordinates preparation of recommended curriculum changes and updates of the following components of the BSBA, MAcc, and/or MBA *Assessment of Learning Plans* :
 - (a) identification of courses where competency is developed
 - (b) course requirements, methodology, or learning experience used to accomplish the learning objective,
 - (c) monitoring mechanism to assure that learning takes place in courses identified in (a)
 - (d) assessment results
4. If the proposed changes involve addition, deletion, or modification of the catalog description of one or more courses, the proposed changes are forwarded to the Undergraduate or Graduate Curriculum Committee as appropriate to the level of the program. The respective committee follows the procedures outlined in the College of Business *By-Laws* for obtaining faculty approval and affecting the change.
5. Process repeats at the end of spring semester.

It may also be necessary for the Dean and the Administrative Team to reexamine the program's vision and mission in light of the assessment results. For example, it may be found that required skills have changed in response to new employer expectations. Such reviews are conducted on not less than a five-year cycle.

*Based on recommendations from the Undergraduate Curriculum Committee
Updated 10-15-2007 CAB