

## Maine Business School & Graduate School of Business Assurance of Learning (AoL) Process

MBS and GSB uses **steering committees** to monitor undergraduate/graduate AoL and facilitate faculty involvement. AoL is the responsibility of the curriculum committees, but the AoL Steering Committees ensure that committee members, goal leaders, goal ad hoc review committees, and others perform as planned. The AoL Steering Committees consist of faculty and staff, creates the assessment schedule and the curriculum crosswalk. The Executive Dean of the Maine Business School, Dean of the Graduate School of Business, Associate Dean, and Assessment & Faculty Support Coordinator are all *ex officio* members of the committee.

When appropriate, **ad hoc committees** are assigned and convened to review each goal, its objectives, assessment results, and to recommend curriculum or system changes (e.g., where something is assessed and/or introduced and reinforced). These committees may meet once or more often and consist of most of the MBS faculty as well as interested adjunct faculty.

Each learning outcome has a **goal leader** at the undergraduate level. The goal leader leads the ad hoc review committees and ensures the goal is assessed when scheduled. Goal leaders assist in the assessment where necessary (e.g., reminds faculty to do oral presentation assessments, writing assessments, etc.). Goal leaders ensure that results are captured and discussed appropriately.

Recommendations for changes to measures or the curriculum are forwarded to the AoL Steering Committee and from there to the Curriculum Committee and distributed appropriately. Goal leaders also write a goal assessment report, when appropriate. By 2019, the goal leaders for each learning outcome were added to the AoL Steering Committee itself. Two of those members are also members of the undergraduate curriculum committee.

Faculty members participate in a **retreat** at the beginning of most fall semesters with the agenda focused on AoL outcomes and issues.