

Participant Responsibilities and Data Flow in the Assurance of Learning Process

The Belk College of Business

The Belk College is committed to continuous improvement in its academic programs. It ensures that a program of continuous improvement is ongoing in all programs by requiring that all Belk College programs have a process of program assessment in place. This document outlines the responsibilities of all participants in the assurance of learning process. It also describes the flow of information between the participants in the process.

Duties and Responsibilities

The **Associate** Dean for Faculty and Research is charged with ensuring that the College maintains a continuous improvement plan through assurance of learning processes.

Department chairs and program directors of graduate programs are responsible for ensuring that an effective process of assurance of learning is taking place in the department or program units. They are responsible for designing processes within the unit and involve faculty and program committees in the development of program goals and assessment processes. These processes are guided by the College's process for assurance of learning. They are accountable to the **ADFR** as well as to the **Associate Dean for Undergraduate Programs (ADUP)** and the **Associate Dean for Graduate Programs (ADGP)**.

Program Committees are directly responsible for the formulation of program goals and learning objectives in the assessment process. They are responsible for the initial assessment of AoL outcomes, and for initiating, via recommendation to the broader faculty, changes which result in continuous improvement to the program. The **Program Committees** are accountable to the relevant Department Chair or Program Director. A list of **Program Committees** for each program in the College is included as Appendix A.

The **Faculty** has ultimate responsibility for the curriculum and for Assurance of Learning. The **Program Faculty** is responsible for conducting assessments consistent with the processes developed and agreed upon by the department or program. The **Program Faculty** reports the results of the assessment to the AOL Data Center. The **Program Faculty** is also responsible for completing the continuous improvement process initiated by the **Program Committee**. This includes closing the loop and implementing changes in courses and curriculum consistent with that model. Some processes may involve all **Program Faculty** members and others only a portion. **However, it is critical that all Program Faculty members are aware of unit goals, assessment processes, and program improvement or enhancements that result.** If, in the course of the AoL process, the **Program Faculty** propose changes to classes or the curriculum that would require a change in the undergraduate or graduate catalog, such changes must be ratified by the Belk College Faculty or the Belk College Graduate Faculty, respectively. Appendix A defines the **Program Faculty** for each Belk College program.

The **Undergraduate Curriculum and Assurance of Learning Committee** and the **Belk College Graduate Council** are each responsible for periodic review of the assurance of learning processes and outcomes in various programs. These committees review programs to ensure that (1) new programs have Student Learning Goals consistent with the College's mission and strategic plan; (2) established programs

continue to be aligned with the College's mission and strategic plan; and (3) that continuous improvement is resulting from the assurance of learning process in the College's program. These committees also annually select a major program theme, such as ethical thinking, diversity, or critical thinking and determine whether that goal is appropriate to cover in various College programs, and surveying the degree to which that theme is already covered. These committees provide a written annual report to the **ADUP** or the **ADGP** regarding their findings and an oral report to the College faculty. A copy of the written report is also forwarded to the AOL Data Center.

The **Assurance of Learning Data Center** is responsible for collecting AOL data from each of the units. The center is the central repository for data and ensuring that the data is received in the appropriate format. The data manager also maintains reports that are available for review by stakeholders and accrediting bodies. The data center manager initiates the AOL process by forwarding the previous year's reports and AOL material to the department faculty as well as a form on which to report the current year's data. The data manager ensures that departments and programs hold "closing the loop" meetings and reports missing data to the **Associate Dean for Faculty and Research, the Associate Dean for Graduate Programs, or the Associate Dean for Undergraduate Programs** as appropriate. The Data center manager reports directly to the ADFR.

Data Flow

The flow of data for the AOL process is illustrated in the accompanying Graphs A through D. The process is initiated by the manager of the AOL data center who sends materials and instructions, including a timeline, to the faculty identified by the department chair or program manager. The manager also notifies the unit heads that the materials have been distributed and informs them of the timeline. Faculty conduct the assessment and then a process defined by the department results in assessment of the outcomes, "closing the loop" meetings, and plans for changes. This process involves the department curriculum committee or the program committee and the unit head. Once completed the results are sent to the AOL Data Center. The unit head then forwards the results to the Undergraduate or Graduate Curriculum and Assurance Committee (UCALC or BGC) for information or review.

Each year UCALC and BCGC will identify at least two programs for intensive review and oversight. Each Program Committee will forward its findings to the AOL Data Center, in addition to providing reports to the relevant Associate Dean and to the College faculty. These results are then archived or used to help develop the materials for the following year for assessment.

Appendix A: Program Committees and Program Faculty

| Program | Program Committee | Program Faculty |
|--|--|--|
| BSBA Core | UCALC | All faculty of the Belk College |
| BSBA Major, BS Accounting and BS Economics | Relevant Departmental Curriculum Committee | All faculty of relevant Department. |
| International Business | International Business Program Committee | IB Program Faculty |
| Entrepreneurship | Entrepreneurship Program Committee | Entrepreneurship Program Faculty |
| MBA | College MBA Program Committee | All Graduate Faculty of Belk College |
| Masters of Accounting | MACC Program Committee | Accounting Graduate Faculty |
| Masters of Economics | Economics Graduate Affairs Committee | Economics Graduate Faculty |
| Masters of Mathematical Finance | Math Finance Program Committee | Graduate faculty of Finance and Economics Departments along with relevant graduate faculty from Mathematics. |
| Ph.D. in Business Administration and Ph.D. in IT | Ph.D. Program Committee | All Doctoral Program Faculty in Belk College |

Figure 1: Overview of College AoL Processes

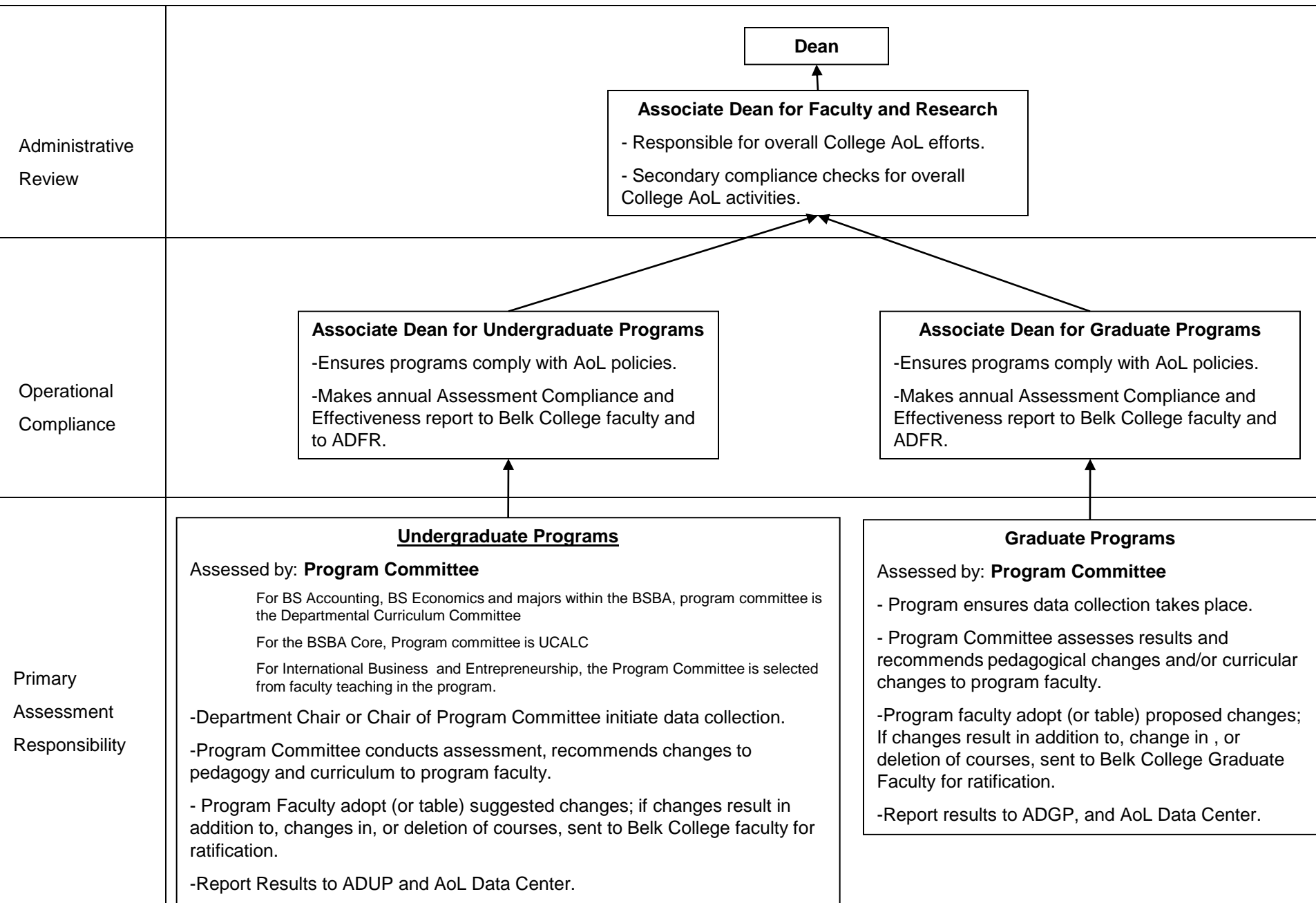


Figure 2: Undergraduate Programs Assurance of Learning Process

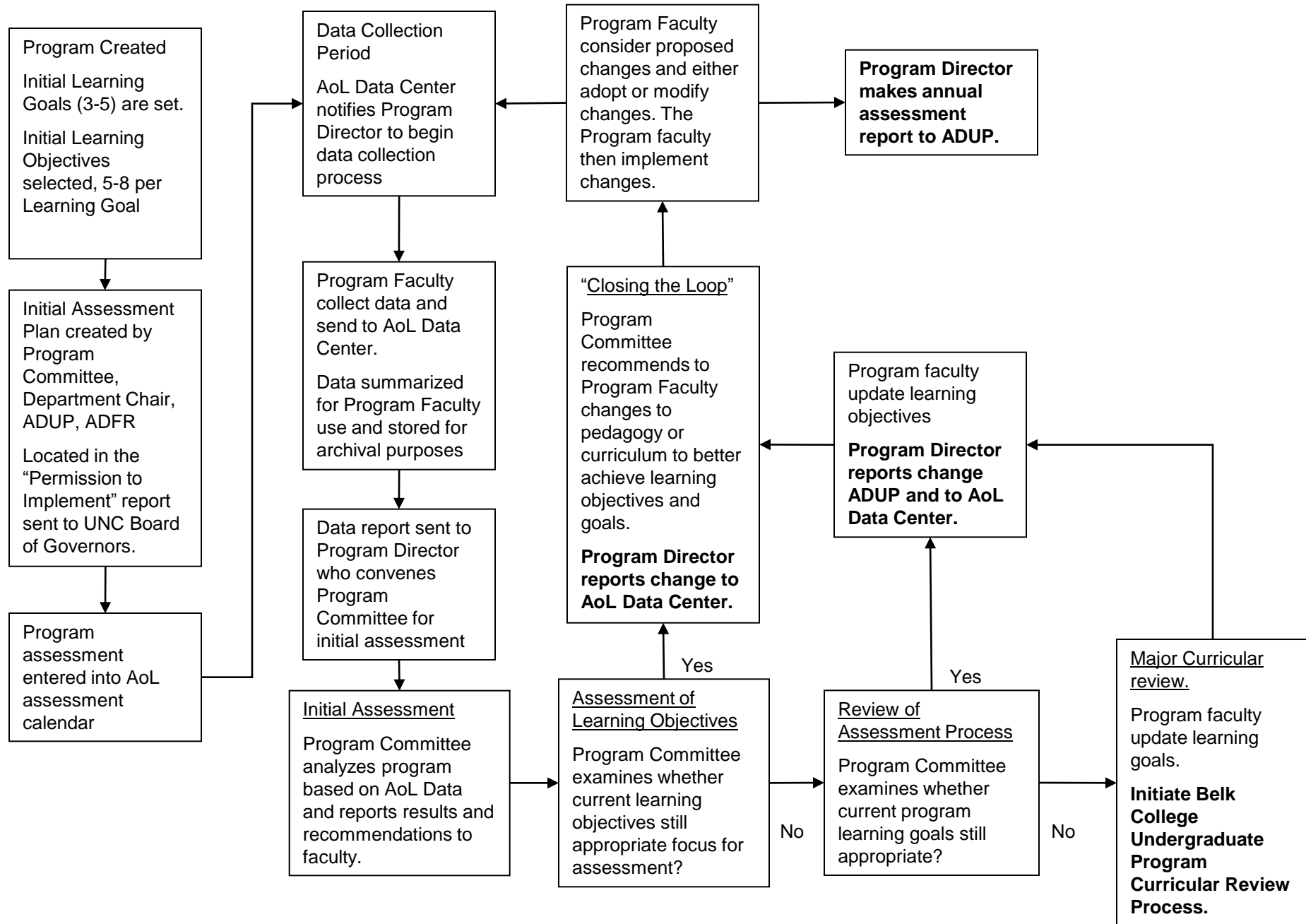


Figure 3: Graduate Programs Assurance of Learning Process

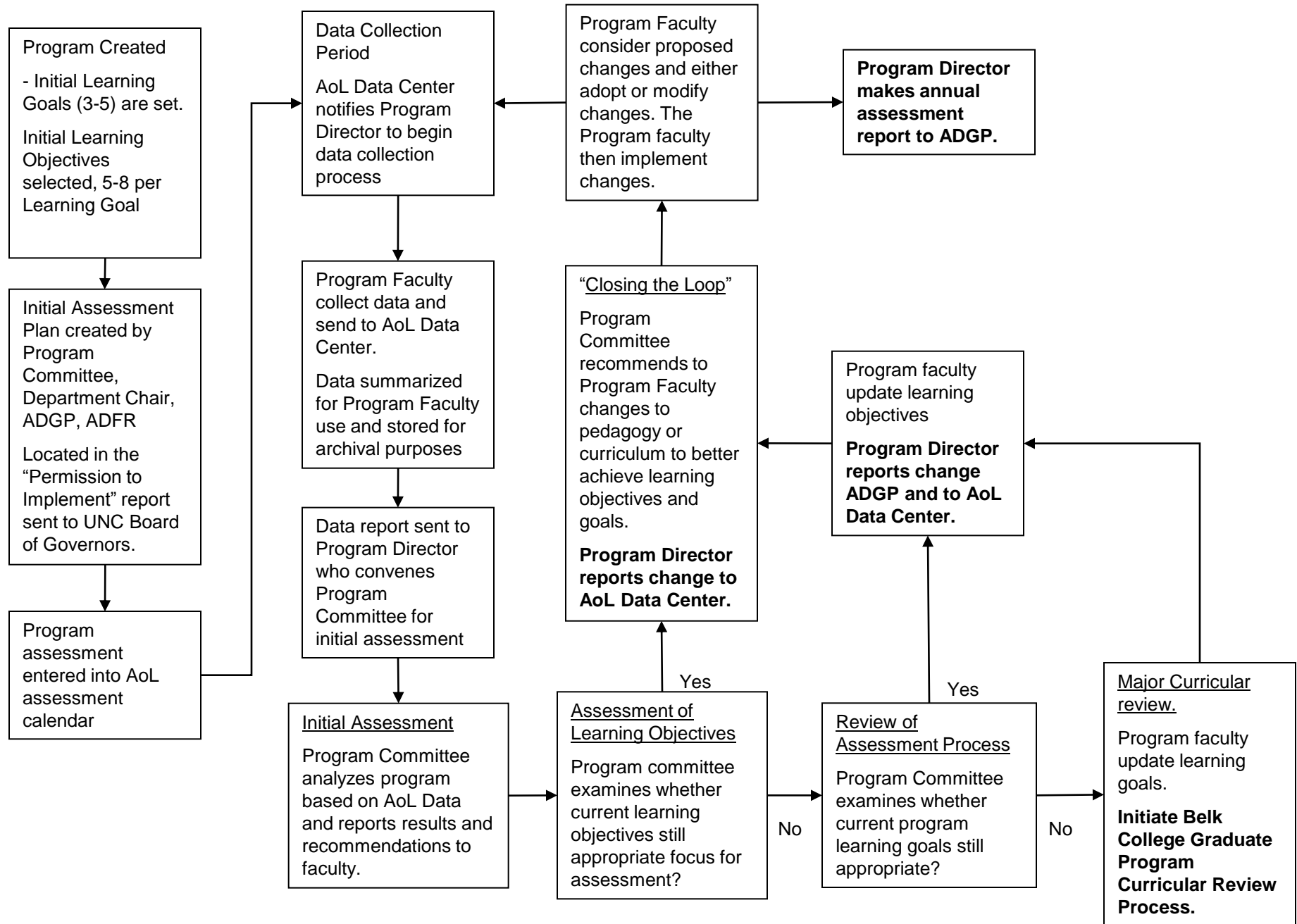


Figure 4: Undergraduate Program Curricular Review Process Within the Belk College

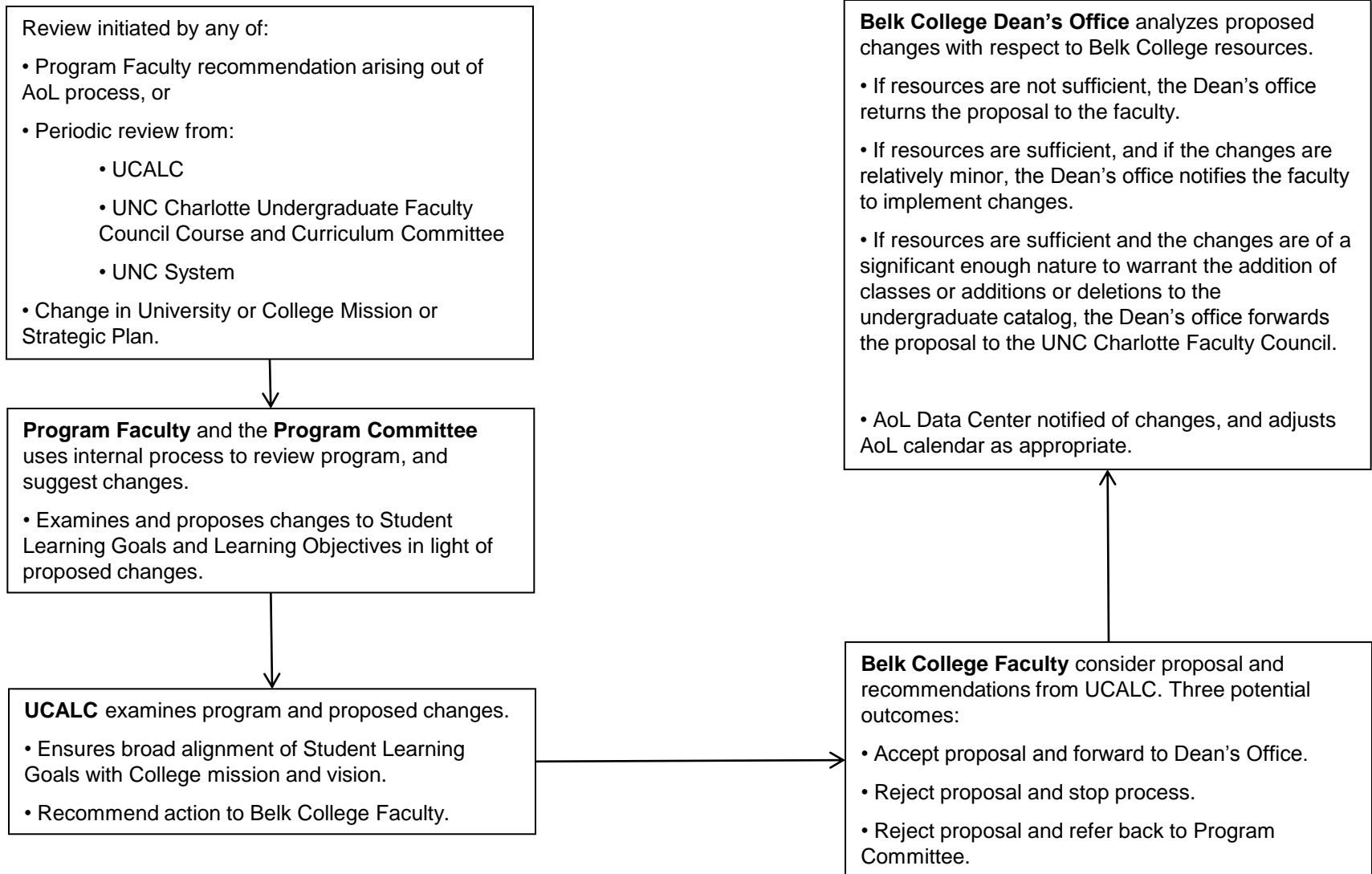


Figure 5: Graduate Program Curricular Review Process Within the Belk College

