

## **Revised September 2019**

(Last Edited on *March 16, 2014* to reflect change from 'Kogod Council' to 'Kogod School of Business Faculty Council' as faculty governance body)

### **Authority**

The authority of the Kogod School of Business's Curriculum Assessment Committee (CAC) is derived from university governance expectations described in the American University Faculty Manual (Section 5.b., May 15, 2010). Specifically, each academic unit should have at least one governance council (KSB Council) and form additional committees that are appropriate and necessary based on the unit's bylaws.

Association to Advance Collegiate Schools of Business International (AACSB) accreditation includes assurance of learning standards, which require the assessment of student learning outcomes in the curriculum management process. AACSB-accredited institutions must define program level learning goals, assess student achievement against those goals, and utilize an internal assessment process continuously to improve curricular programs and teaching pedagogy. It is expected that full-time faculty play a primary role in the assessment process.

### **Responsibility**

The Curriculum Assessment Committee is subordinate to the Faculty Council and maintains responsibility to plan ongoing assessment activities and execute yearly assessments of academic program curricula. Specific responsibilities of the CAC include:

- Developing and or refining plans that establish regular multi-year academic program assessment cycles.
- Executing assigned curricula assessment plans based on established cycles.
- Organizing, interpreting, and communicating assessment results to relevant audiences.
- Proposing specific curricular, programmatic, and pedagogical improvements based on assessment findings.
- Collaborating with each of the department-level Curriculum Assessment Committees, department chairpersons, program directors, and individual faculty on all assessment related activities as needed.

### **Membership**

The membership of the CAC will be comprised of one representative from each faculty department in the Kogod School of Business. The Committee will also include (as ex-officio members), the Sr. Associate Dean for Faculty & Research, the Associate Dean for graduate programs (or their designee), the Associate Dean for undergraduate programs (or their designee), the Director of Online Programs (or their designee), and Kogod representative on the Senate Committee for Learning Assessments (COLA).

### **Faculty Representatives**

All full-time KSB faculty members are eligible to serve on the CAC. Each department will elect its representative, and each faculty representative will serve a two-year term beginning on

August 16th of the year elected and ending on August 15th of the second year. Departmental representatives may be re-elected.

### **Chairperson**

At the first meeting following August 16th CAC committee members will elect a faculty chairperson, who will serve in that capacity until August 15th of the following year. An individual may serve as CAC chair for a maximum of four consecutive years.

### **Department Level Curriculum Assessment Committee**

Each academic department in Kogod will set up a department Level Curriculum Assessment Committee of at least three members. The department representative on the Kogod CAC will be the chair of the department-level CAC. Other members of the department-level CAC could include Program Directors of the department-level programs, course coordinators of core courses, and other faculty members. Departments are encouraged to have a mix of tenure-line and term faculty representation on the Department's Curriculum Assessment Committee.

The department-level CAC, working with the Kogod CAC, will be responsible for:

- Developing and/or refining plans that establish regular multi-year academic program assessment cycles for the department's programs
- Executing assigned curricula assessment plans based on established cycles.
- Organizing, interpreting, and communicating assessment results to relevant audiences. (Annual reporting to the department is recommended).
- Proposing specific curricular, programmatic, and pedagogical improvements based on assessment findings.
- Ensuring that program-level Learning Objectives are aligned with course-level Learning Objectives for the department's programs
- Collaborating with the Kogod CAC on all assessment related activities as needed.