

Minutes from the AOL Meeting, May 3, 2012

Present:: Revels, Coder, Spiller, Snavely, Gardner, Zimmer, & Blankenship

Guest: Dr. Trawick, Associate Dean

The main reason for the meeting was to discuss the following concerns from the previous recommendation:

"Prior to meeting with the 210 faculty I think we need to get a few things lined up. 210 does teach a communication module already, but it is NOT focused on presentations, it focuses on the wide range of communications knowledge and skills needed for effective management. Any request regarding presentation skills would be new course content, and would need to be clearly specified.

- 1) What are AOL expectations? Does the AOL committee have a list of outcomes for this module?
- 2) Would AOL require a presentation with guided feedback in these classes?
- 3) Is there a module that we can provide to the 210 faculty that is in line with our expectations so there is standardization?"

The committee is not recommending new course content for Management 210. The committee is recommending that we improve the presentation skills of our students throughout the curriculum by doing the following.

1. Previously it was thought that Comm 161 was teaching our students presentation skills. This may not be the case. Dr. Trawick has agreed to speak to the department head for Comm 161 to make sure presentation skills are being covered for our students.
2. Create a video training module describing the expectations of a good presentations within the college. All faculty would be encouraged to make this resource available to their students before presentations in the class. Funds from the Dean's office may be available for this.
3. Recommend to faculty that a common set of expectations be used when evaluating our students for presentations. A rubric should be developed for faculty to use so that students would be evaluated the same in each discipline. The Student Research Conference Project has a presentation rubric that can be used as a starting point for this rubric. The committee could further develop this rubric and make a final recommendation. The committee feels that if a common set of expectations is not developed for our students then we will see little to no improvement in oral presentation skills.

Other Items discussed:

- a. Make sure the senior exit exam questions for each discipline are embedded in their respective courses.
- b. May the committee aware of the goals and objectives in the MBA program and how they were being measured.
- c. CIS 243 will now include the objective of oral presentations.
- d. Complete the evaluation of the MGT 498 case.