

Undergraduate Program – Continuous Improvement Actions

Learning Goal	Learning Objective	T2 Data Collection	T3 Data Collection
	<p>WRITTEN: Students will demonstrate proficiency in written communications by creating clear and well-structured business documents.</p>	<p>When Assessed: Spring 2015</p> <p>Where Assessed: MGT 303 (formerly BA 303); Two sections (MGT 303.01E & .02E)</p> <p>Action Taken: The number of mandatory written assignments were increased to a minimum of six (6).</p> <p>How Assessed: Rubric</p> <p>Results: The number of mandatory assignments were increased to six (6), to offer more confidence in the assessment results.</p> <p>Criteria 1 (Focus on Reader) – Standard of 70% not met, with only 53.5% meeting or exceeding expectations.</p> <p>Criteria 2 (Writing Strategy) – Standard of 70% not met, with only 55.39% meeting or exceeding expectation.</p> <p>Criteria 3 (Logic & Organization) – Standard of 70% not met, with only 55.39% meeting or exceeding expectation.</p> <p>Criteria 4 (Wording) – Standard of 70% met, with 70.77% meeting or exceeding expectation.</p> <p>Criteria 5 (Clarity & Conciseness) – Standard of 70% met, with 75.39% meeting or exceeding expectation.</p>	<p>When Assessed: Spring 2016 Where Assessed: MGT 303. Two sections (F2F & online)</p> <p>Action Taken: Assignments were standardized across all sections of MGT 303, and best examples and a template were shared prior to providing the assignment. The assessment was done later in the semester, rather than at the first of the semester. A rubric simplifying the evaluation was provided.</p> <p>How Assessed: Rubric</p> <p>Results: Criteria 1 (Grammar) – Standard met by 78% (results in online section were slightly below standard 67.53%)</p> <p>Criteria 2 (Sentence Structure) – 80% met or exceeded proficiency</p> <p>Criteria 3 (Subject) – 84% met or exceeded proficiency</p> <p>Criteria 4 (Organization) – Standard not met, with 66% meeting or exceeding proficiency (F2F: 74.2%; online 59.46%)</p>

		<p>Criteria 6 (Grammar & Punctuation) – Standard of 70% met, with 80% meeting or exceeding expectation.</p> <p>Criteria 7 (Format) – Standard of 70% not met, with only 52.3% meeting or exceeding expectation.</p> <p>Continuous Improvement Actions:</p> <ol style="list-style-type: none"> 1. Based on the gaps found for the criteria where the standard was not met, the recommendation is to standardize assignments across all sections of MGT 303, share best examples and a template prior to assignment, and assess writing skills at a later point in the semester (rather than as the first assignment). 2. Reconfigure the rubric to simplify what is being evaluated and to ensure the rubric and the assignment align. 	<p>Criteria 5 (Support) – Standard not met with 60% meeting or exceeding proficiency (F2F: 70%); online 51%)</p> <p>Continuous Improvement Actions: Best example/template for writing assignments should be shared with students and posted in “DocSharing” in eCollege.</p> <p>Provide clear instructions for proper writing format in the assignment outline and rubric.</p> <p>Update the course (memos are rarely used over emails, so focus more on electronic communication.)</p> <p>Standardize assignments across all sections of the course and present students with same business scenario for writing rather than allowing student to create their own situation.</p>
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