



Participant Responsibilities and Data Flow in the Assurance of Learning Process

The Belk College is committed to continuous improvement in its academic programs. It ensures that continuous improvement is ongoing in all programs by requiring that all Belk College programs¹ have a process for 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 **Senior Associate Dean** is charged with ensuring that the College maintains a continuous improvement plan through assurance of learning (AoL) processes.

Department Chairs and Program Directors are responsible for ensuring that an effective process of AoL is taking place in the program units. They are responsible for designing processes within the unit and involving faculty and program committees in the development of program learning goals, objectives, and assessment processes. These processes are guided by the College's process for assurance of learning. They are accountable to the **Senior Associate Dean** as well as to **the Associate Dean for Undergraduate Programs (ADUP) and the Associate Dean for Research and Graduate Programs (ADRGP)**.

Program and Curriculum Committees are directly responsible for the formulation of program learning goals and objectives in the assessment process. They are responsible for 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 and Curriculum Committees** are accountable to the relevant Department Chair or Program Director. A list of **Program and Curriculum 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 assessment 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 or Curriculum Committee**. This includes closing the loop and implementing changes in courses and curriculum consistent with that model. Some processes may involve all **Program Faculty** 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.

¹ Throughout this document, programs refer to the undergraduate majors, undergraduate and graduate degree programs, and certificate programs collectively.

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 AoL process in the College's programs.

The **AoL 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 faculty teaching a course in which assessment is conducted 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 **Senior Associate Dean, the Associate Dean for Research and Graduate Programs, or the Associate Dean for Undergraduate Programs** as appropriate. The data center manager reports directly to the Senior Associate Dean.

Data Flow

The flow of data for the AoL process is illustrated in the accompanying flow charts. The process is initiated by the manager of the AoL data center who distributes materials and instructions, including a timeline, to the faculty teaching a course in which assessment is conducted for the given semester. 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 a review of the outcomes, "closing the loop" meetings, and plans for program improvements or curriculum 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 BCGC) for information or review.

Appendix A: Program Committees and Program Faculty

Program	Program Committee	Program Faculty
BSBA Core	Undergraduate Curriculum and Assurance of Learning Committee	All faculty of the Belk College
BSBA Majors, BS Accounting, and BS Economics	Relevant Departmental Curriculum Committee	All faculty of relevant Departments
Master of Business Administration	College MBA Program Committee	All graduate faculty of the Belk College
Master of Accounting	MACC Program Committee	Graduate faculty of the Accounting Department
MS in Economics	Economics Graduate Affairs Committee	Graduate faculty of the Economics Department
MS in Mathematical Finance	Math Finance Program Committee	Graduate faculty of the Finance and Economics Departments along with relevant graduate faculty from Mathematics and Statistics Department
MS in Real Estate	Real Estate Program Committee	Graduate faculty of the Finance Department along with relevant graduate faculty from the College of Arts and Architecture
PSM in Data Science and Business Analytics	DSBA Program Committee	Graduate faculty of the BISOM and Marketing Departments along with relevant graduate faculty from the College of Computing Informatics
PhD in Business Administration	PhD Program Committee	All doctoral program faculty in the Belk College

Figure 1: Overview of College AoL Processes

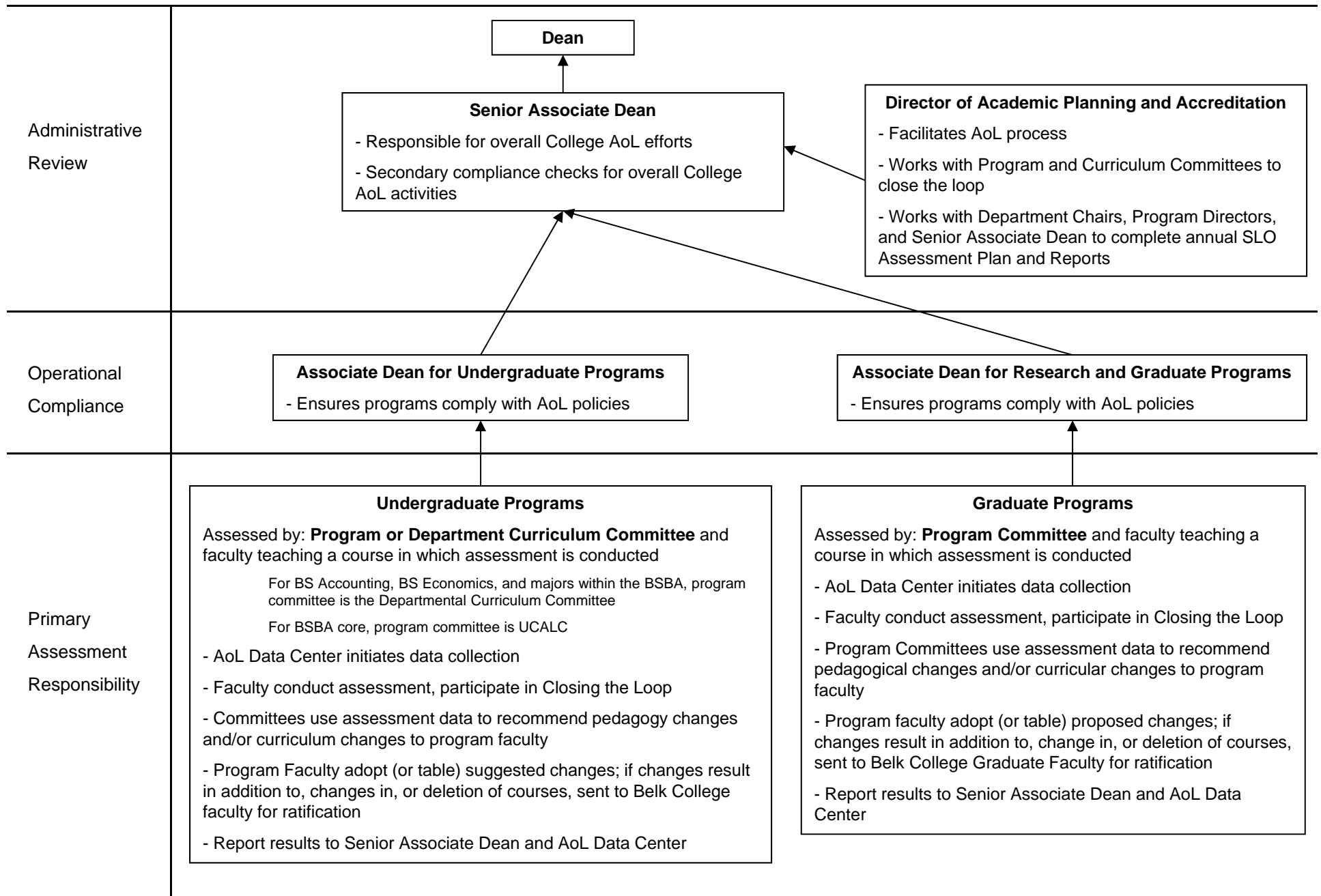


Figure 2: Undergraduate Programs Assurance of Learning Process

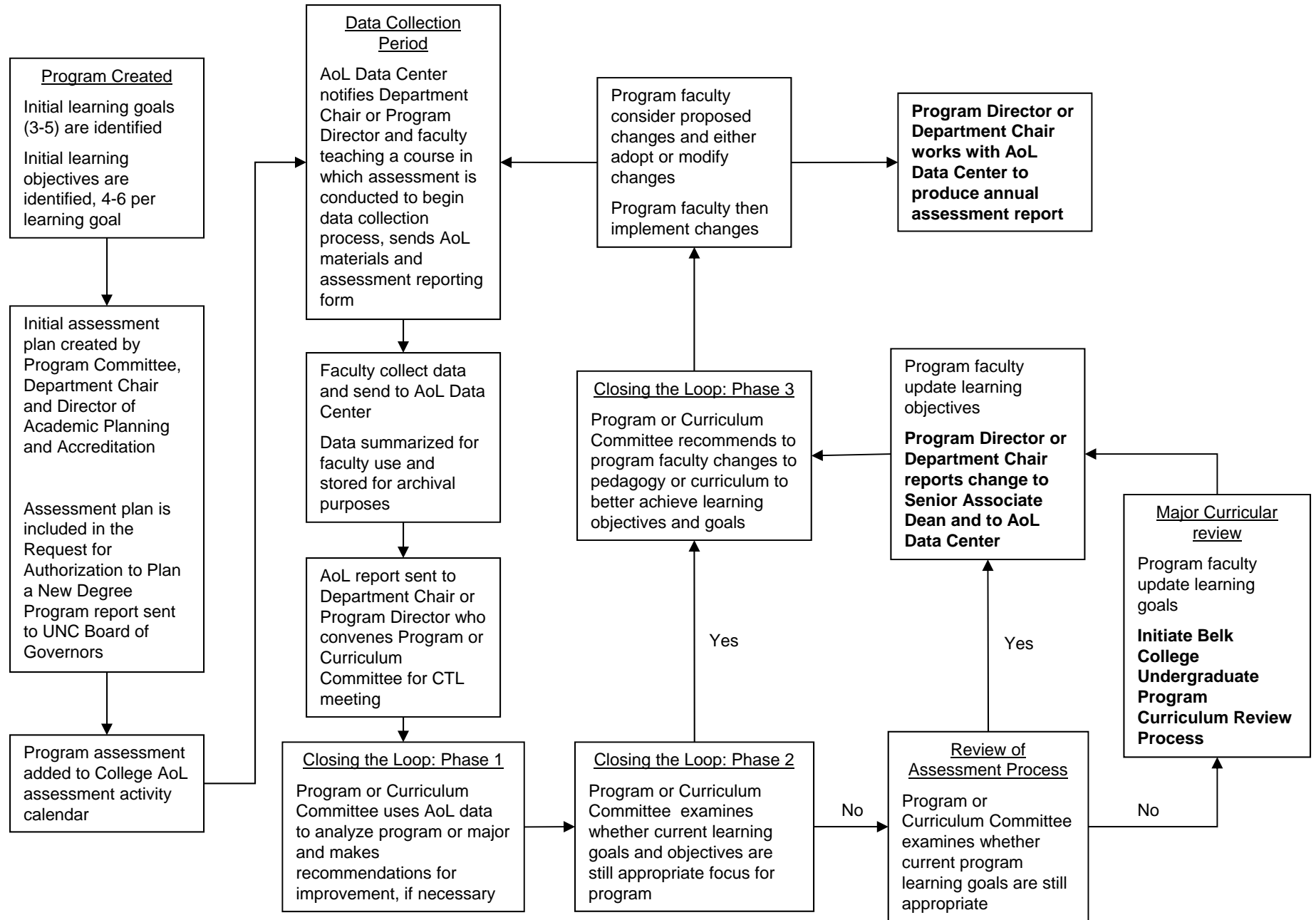


Figure 3: Graduate Programs Assurance of Learning Process

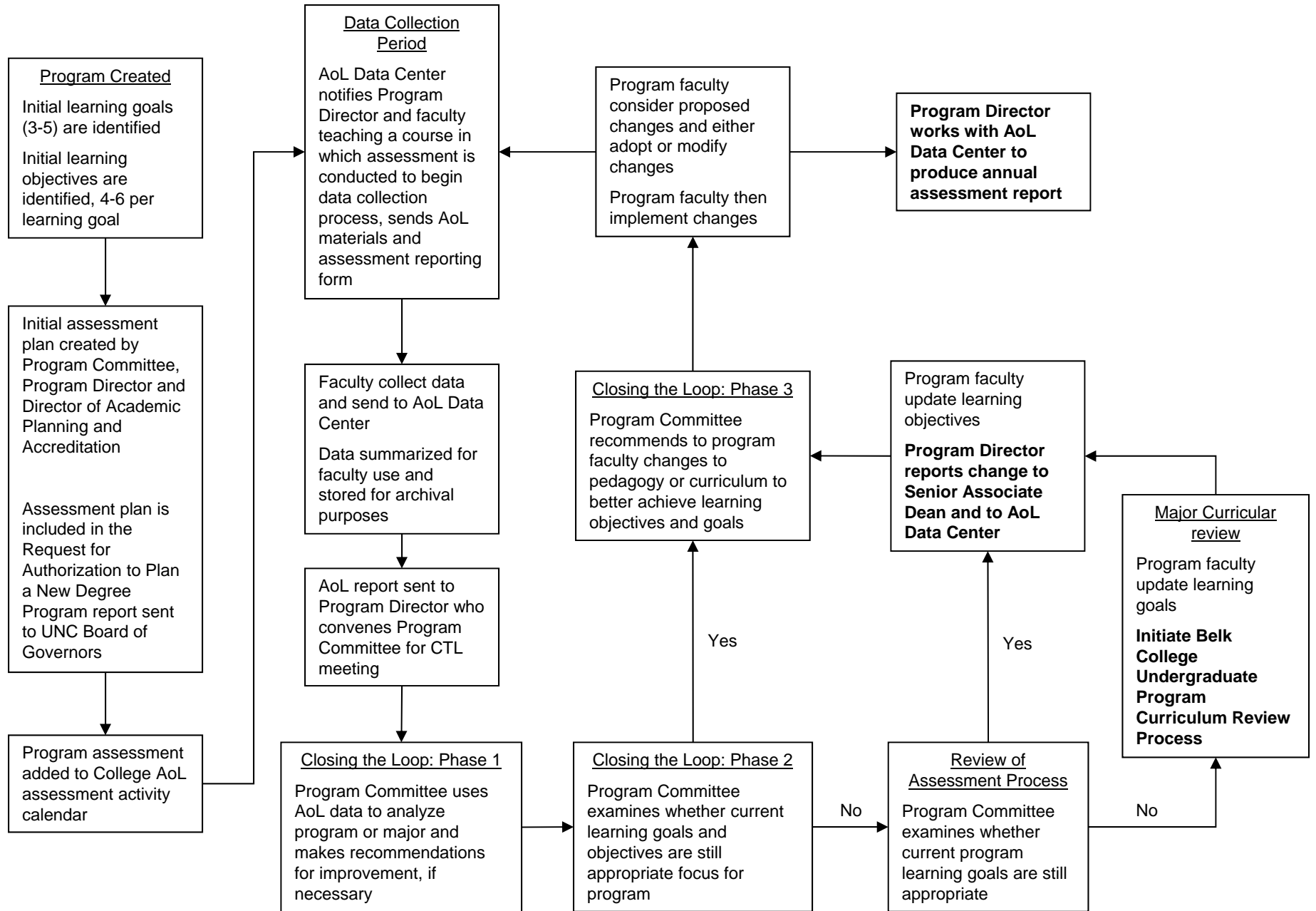


Figure 4: Undergraduate Program Curricular Review Process Within the Belk College

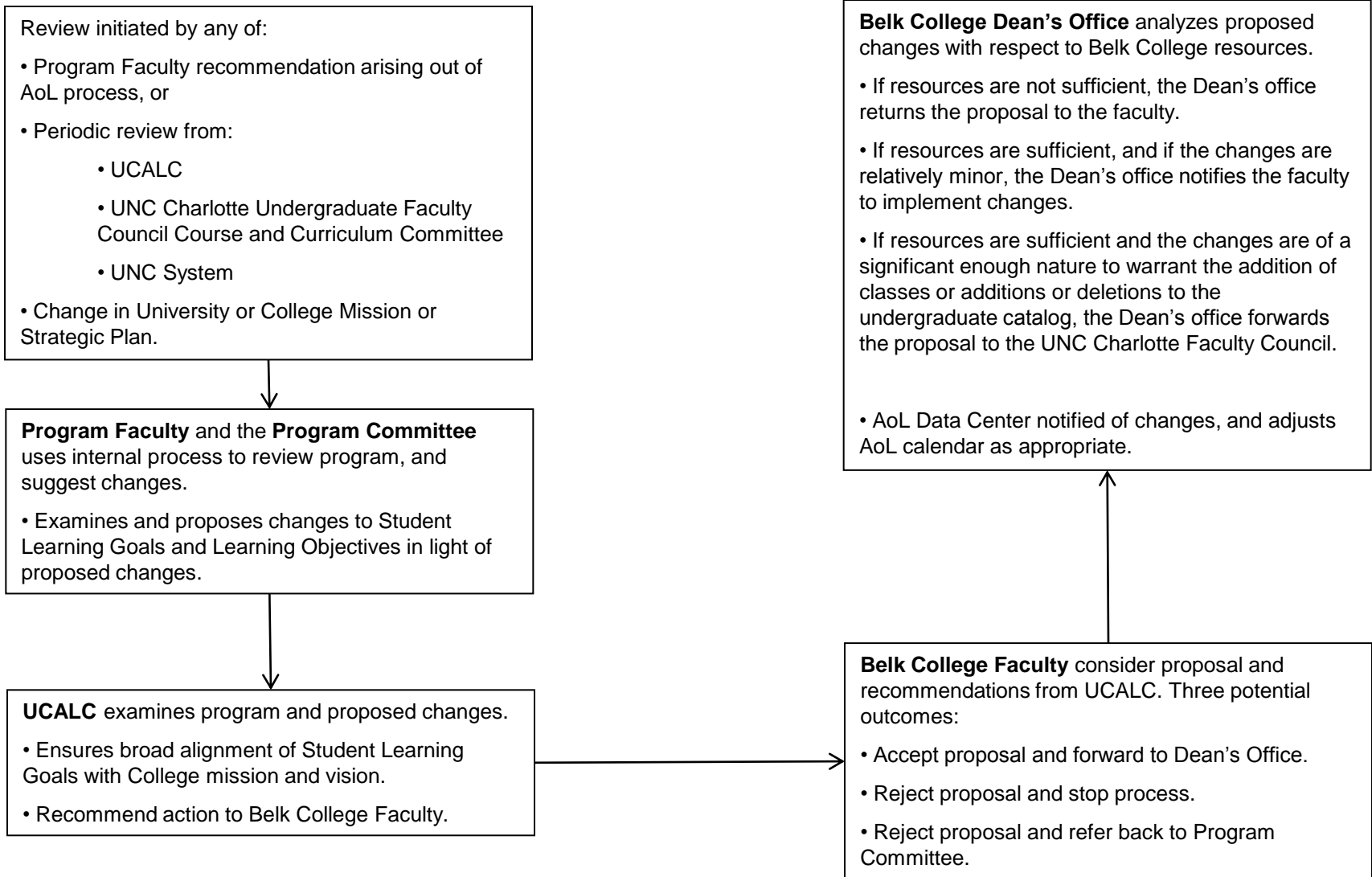


Figure 5: Graduate Program Curricular Review Process Within the Belk College

