

### 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 programs<sup>1</sup> 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 **Associate Dean for Faculty and Research (ADFR)** 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 ADFR as well as to the Associate Dean for Undergraduate Programs (ADUP) and the Associate Dean for Graduate and Executive Programs (ADGEP).

**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.

<sup>&</sup>lt;sup>1</sup> 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 **Associate Dean for Faculty and Research**, the **Associate Dean for Graduate and Executive 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
Doctorate of Business Administration (DBA)	DBA Program Committee	All DBA program faculty in Belk College
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 Management	MSM Program Committee	Graduate faculty of the Management 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 PhD program faculty in the Belk College

Figure 1: Overview of College AoL Processes

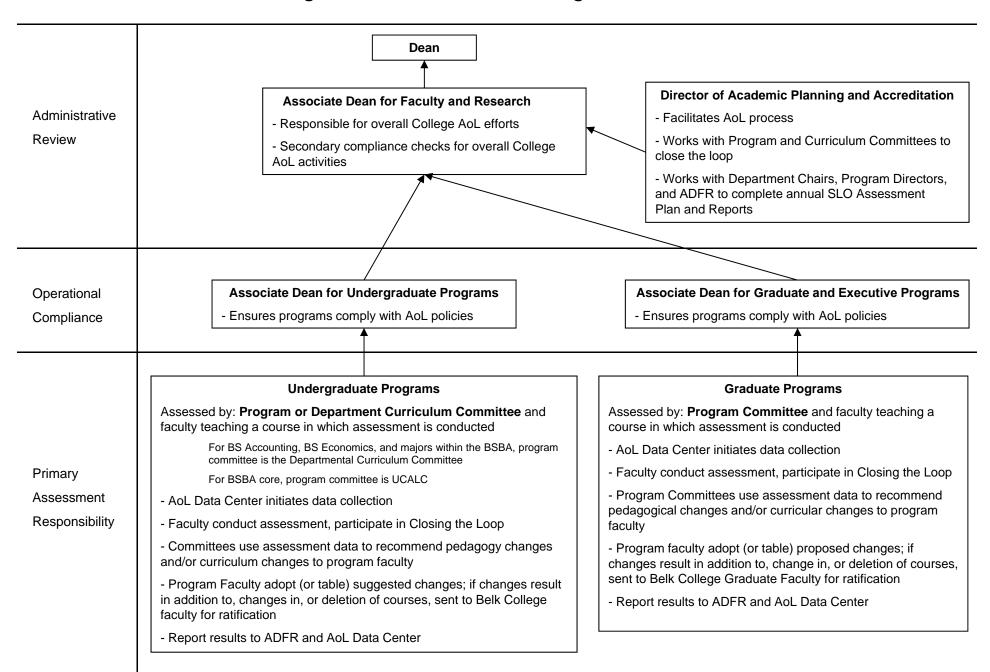


Figure 2: Undergraduate Programs Assurance of Learning Process

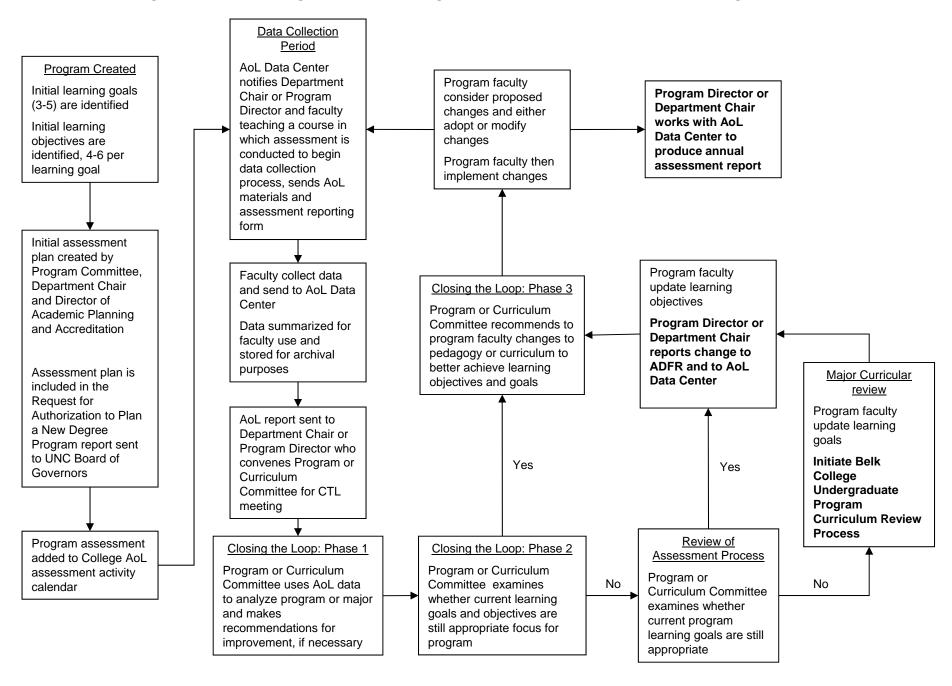
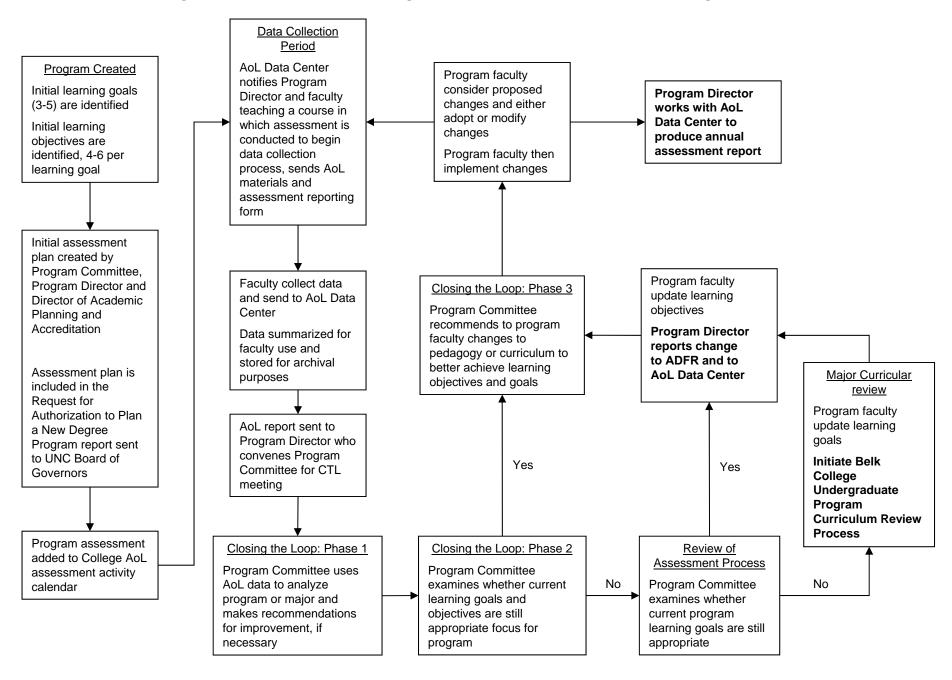


Figure 3: Graduate Programs Assurance of Learning Process



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

Review initiated by any of:

- Program Faculty recommendation arising out of AoL process, or
- Periodic review from:
  - UCALC
  - UNC Charlotte Undergraduate Faculty Council Course and Curriculum Committee
  - UNC System
- Change in University or College Mission or Strategic Plan.

**Program Faculty** and the **Program Committee** uses internal process to review program, and suggest changes.

• Examines and proposes changes to Student Learning Goals and Learning Objectives in light of proposed changes.

**UCALC** examines program and proposed changes.

- Ensures broad alignment of Student Learning Goals with College mission and vision.
- Recommend action to Belk College Faculty.

Belk College Dean's Office analyzes proposed changes with respect to Belk College resources.

- If resources are not sufficient, the Dean's office returns the proposal to the faculty.
- If resources are sufficient, and if the changes are relatively minor, the Dean's office notifies the faculty to implement changes.
- If resources are sufficient and the changes are of a significant enough nature to warrant the addition of classes or additions or deletions to the undergraduate catalog, the Dean's office forwards the proposal to the UNC Charlotte Faculty Council.
- AoL Data Center notified of changes, and adjusts AoL calendar as appropriate.

**Belk College Faculty** consider proposal and recommendations from UCALC. Three potential outcomes:

- Accept proposal and forward to Dean's Office.
- Reject proposal and stop process.
- Reject proposal and refer back to Program Committee.

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

Review initiated by any of:

- Program Faculty recommendation arising out of AoL process, or
- Periodic review from:
  - Belk College Graduate Council
  - UNC Charlotte Graduate Council
  - UNC System
- Change in University or College Mission or Strategic Plan.

**Program Faculty** and the **Program Committee** uses internal processes to review program, and suggest changes.

• Examines and proposes changes to Student Learning Goals and Learning Objectives in light of proposed changes.

**Belk College Graduate Council** examines program and proposed changes.

- Ensures broad alignment of Student Learning Goals with College mission and vision.
- Recommend action to Belk College Graduate Faculty.

Belk College Dean's Office analyzes proposed changes with respect to Belk College resources.

- If resources are not sufficient, the Dean's office returns the proposal to the faculty.
- If resources are sufficient, and if the changes are relatively minor, the Dean's office notifies the faculty to implement changes.
- If resources are sufficient and the changes are of a significant enough nature to warrant the addition of classes or additions or deletions to the graduate catalog, the Dean's office forwards the proposal to the Graduate School or Graduate Council.
- AoL Data Center notified of changes, and adjusts AoL calendar as appropriate.

Belk College Graduate Faculty consider proposal and recommendations from Belk College Graduate Council. Three potential outcomes:

- Accept proposal and forward to Dean's Office.
- Reject proposal and stop process.
- Reject proposal and refer back to Program Committee.