Program Outcomes Assessment

BS in Business Education

Created on: 10/01/2009 09:59:00 AM CST
Last Modified: 07/01/2015 03:48:55 PM CST
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<td>Action Plan</td>
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<td>Assessment Findings</td>
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</table>
General Information (Program Outcomes Assessment)
Standing Requirements

Mission Statement

Indiana State University's Business Education, Information and Technology (BEIT) Program area offers baccalaureate programs in business education and information design and end-user computing. A 17-18 semester hour minor in information processing and an 11-12 semester hour professional enhancement program (PEP) are also available.

The programs available provide preparation for careers in a variety of organizational and/or school positions. Graduates have found successful employment in schools as business teachers and business and non-profit organizations as end-user consultants, business analysts, technical support specialists, technical trainers, technical writers, help desk supervisors, and a variety of other positions. Many new career opportunities continue to develop as a result of advancements in information technology.

Outcomes Library

BS in Business Education Outcomes Set - Spring 2012

1. Content Knowledge: Command of Business Subject Matter

<table>
<thead>
<tr>
<th>Outcome</th>
<th>Mapping</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1: Understanding of subject matter</td>
<td>No Mapping</td>
</tr>
<tr>
<td>Displays understanding of subject matter taught in business education classes.</td>
<td></td>
</tr>
<tr>
<td>1.2: Explains content effectively to student learners.</td>
<td>Foundational Studies: 10. Express themselves effectively, professionally, and persuasively both orally and in writing.</td>
</tr>
<tr>
<td>1.3: Shows enthusiasm for subject matter being taught.</td>
<td>No Mapping</td>
</tr>
<tr>
<td>1.4: Conveys subject matter through multiple perspectives</td>
<td>No Mapping</td>
</tr>
<tr>
<td>Conveys subject matter through multiple perspectives for different learning styles.</td>
<td></td>
</tr>
<tr>
<td>1.5: Uses instructional technology effectively</td>
<td>No Mapping</td>
</tr>
<tr>
<td>Uses instructional technology effectively in lesson preparation and teaching.</td>
<td></td>
</tr>
</tbody>
</table>

2. Professional Deportment: The Educator as a Person

<table>
<thead>
<tr>
<th>Outcome</th>
<th>Mapping</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1: Dresses and presents oneself in appropriate manner</td>
<td>No Mapping</td>
</tr>
<tr>
<td>Dresses and presents oneself in a manner that is appropriate for the situation.</td>
<td></td>
</tr>
</tbody>
</table>
2.2: Attends to duties punctually and on schedule.  No Mapping
2.3: Values diversity of thought  No Mapping
Values diversity of thought and allows the expression of ideas within a democratic setting using sensitive verbal and nonverbal language.
2.4: Enthusiasm, perseverance, and humor  No Mapping
Exhibits enthusiasm, perseverance, and humor appropriately.
2.5: Prepares appropriately for task  No Mapping
Prepares appropriately for whatever task has been assigned and does not disrupt class due to material or equipment needs.

### 3. Educational Philosophy: The Educator as a Mediator
Educational Philosophy: The Educator as a Mediator of Learning

<table>
<thead>
<tr>
<th>Outcome</th>
<th>Mapping</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engages in critical self-assessment</td>
<td>No Mapping</td>
</tr>
<tr>
<td>Engages in critical self-assessment about beliefs and</td>
<td></td>
</tr>
<tr>
<td>performance.</td>
<td></td>
</tr>
<tr>
<td>Works well with others and contributes</td>
<td>No Mapping</td>
</tr>
<tr>
<td>Works well with others and contributes usefully and</td>
<td></td>
</tr>
<tr>
<td>positively.</td>
<td></td>
</tr>
<tr>
<td>Demonstrates consistent focus on student learning</td>
<td>No Mapping</td>
</tr>
<tr>
<td>Demonstrates consistent focus on student learning and makes</td>
<td></td>
</tr>
<tr>
<td>decisions based on student behavior and performance.</td>
<td></td>
</tr>
</tbody>
</table>

### 4. Commitment to Ethical Practice:
Commitment to Ethical Practice: The Educator as a Member of Community

<table>
<thead>
<tr>
<th>Outcome</th>
<th>Mapping</th>
</tr>
</thead>
<tbody>
<tr>
<td>Honesty and adherence to ethical principles</td>
<td>No Mapping</td>
</tr>
<tr>
<td>Demonstrates honesty and adherence to ethical principles.</td>
<td></td>
</tr>
<tr>
<td>Capacity to relate to and trust students and peers</td>
<td>No Mapping</td>
</tr>
<tr>
<td>Demonstrates the capacity to relate to and trust students</td>
<td></td>
</tr>
<tr>
<td>and peers.</td>
<td></td>
</tr>
</tbody>
</table>

### OLD BS in Business Education Outcome Set

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**Curriculum Map**

**Active Curriculum Maps**

- [BusEd Curriculum Map](#) (See appendix)
  
  **Alignment Set:** OLD BS in Business Education Outcome Set
  **Created:** 01/31/2012 9:59:05 pm CST
  **Last Modified:** 01/31/2012 10:03:38 pm CST

  Only deals with business courses, not required Education courses
Communication of Outcomes

Each program/major within the Scott College should choose some or all of the following ways to communicate its student learning outcomes to constituents:

1. Post learning goals on their website.
2. Include learning goals on all course syllabi.
3. Include learning goals in any promotional materials for the major/program.
4. Share learning goals with advisory boards.
5. Create posters or flyers to display learning goals near offices or classrooms.
6. Share learning goals with freshmen in BUS 100.
7. Make employers or potential employers aware of student learning outcomes.

This list is not meant to be exhaustive; some programs may wish to share learning outcomes in other ways not listed here. Ultimately, it is up to faculty in specific programs to decide which communication methods are appropriate for their learning goals.
Archive (This area is to be used for archiving pre-TaskStream assessment data and for current documents.)

**Archive**

<table>
<thead>
<tr>
<th>File Attachments:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Business Education (See appendix)</td>
</tr>
<tr>
<td>Business Education Assessment Plan</td>
</tr>
<tr>
<td>.................................................................</td>
</tr>
</tbody>
</table>
2009-2010 Assessment Cycle

Assessment Plan

Outcomes and Measures

OLD BS in Business Education Outcome Set

OBJ. 1.1: Competencies in business education
Students will demonstrate various competencies in business education.

Outcome 1.1: Central concepts
The teacher of business understands the central concepts, tools of inquiry, and structures of business and information technology and can create learning experiences that make these aspects of subject matter meaningful for students.

Outcome 1.2: Learning opportunities
The teacher of business understands how students learn and develop and can provide learning opportunities that support their intellectual, social, and personal development.

Outcome 1.3: Understanding students
The teacher of business understands that students have multiple intelligences and different learning styles and creates instructional opportunities that are adapted to diverse learners.

Outcome 1.4: Instructional strategies
The teacher of business understands and uses a variety of instructional strategies to encourage students' development of critical thinking, problem solving, and performance skills.

Outcome 1.5: Individual and group motivation
The teacher of business understands individual and
group motivation and behavior and creates a learning environment that encourages positive social interaction, active engagement in learning, and self-motivation.

<table>
<thead>
<tr>
<th><strong>Outcome 1.6: Communication techniques</strong></th>
<th>No measures specified</th>
</tr>
</thead>
<tbody>
<tr>
<td>The teacher of business uses a variety of communication techniques to foster inquiry, collaboration, and supportive interaction in the classroom.</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Outcome 1.7: Knowledge of subject matter</strong></th>
<th>No measures specified</th>
</tr>
</thead>
<tbody>
<tr>
<td>The teacher of business plans instruction based upon knowledge of subject matter, students, the community, and curriculum goals.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Outcome 1.8: Formal and informal assessment</strong></th>
<th>No measures specified</th>
</tr>
</thead>
<tbody>
<tr>
<td>The teacher of business understands and uses formal and informal assessment strategies to evaluate and ensure the continuous intellectual and social development of the learner.</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th><strong>Outcome 1.9: Professional development</strong></th>
<th>No measures specified</th>
</tr>
</thead>
<tbody>
<tr>
<td>The teacher of business is a reflective practitioner who seeks opportunities for professional development.</td>
<td></td>
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<table>
<thead>
<tr>
<th><strong>Outcome 1.10: Foster relationships</strong></th>
<th>No measures specified</th>
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<tbody>
<tr>
<td>The teacher of business fosters relationships with parents, business/industry, community, and school to support students' learning and well being.</td>
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</table>
## 2010-2011 Assessment Cycle

### Assessment Plan

#### Outcomes and Measures

<table>
<thead>
<tr>
<th>Outcome</th>
<th>Description</th>
<th>Measures</th>
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<tbody>
<tr>
<td><strong>OLD BS in Business Education Outcome Set</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OBJECTIVE 1.1: Competencies in business education</td>
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<td>No measures specified</td>
</tr>
<tr>
<td><strong>Outcome 1.1: Central concepts</strong></td>
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<td><strong>Outcome 1.2: Learning opportunities</strong></td>
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<td><strong>Outcome 1.4: Instructional strategies</strong></td>
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<td>The teacher of business fosters relationships with parents, business/industry, community, and school to support students’ learning and well being.</td>
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</table>

### Assessment Findings

#### Finding per Measure

### OLD BS in Business Education Outcome Set

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<tr>
<th>OBJ. 1.1: Competencies in business education</th>
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<tbody>
<tr>
<td>Students will demonstrate various competencies in business education.</td>
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<tr>
<td>Outcome 1.1: Central concepts</td>
<td>No measures specified</td>
</tr>
<tr>
<td>-------------------------------</td>
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<td>The teacher of business understands the central concepts, tools of inquiry, and structures of business and information technology and can create learning experiences that make these aspects of subject matter meaningful for students.</td>
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<tr>
<th><strong>Outcome 1.10:</strong> Foster relationships</th>
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<tbody>
<tr>
<td>The teacher of business fosters relationships with parents, business/industry, community, and school to support students' learning and well being.</td>
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</table>

### Overall Recommendations

*No text specified*

### Overall Reflection

*No text specified*
## Assessment Plan

### Outcomes and Measures

**OLD BS in Business Education Outcome Set**

| OBJ. 1.1: Competencies in business education | Students will demonstrate various competencies in business education.
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Outcome 1.1: Central concepts</strong></td>
<td>The teacher of business understands the central concepts, tools of inquiry, and structures of business and information technology and can create learning experiences that make these aspects of subject matter meaningful for students. <strong>No measures specified</strong></td>
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<td><strong>Outcome 1.2: Learning opportunities</strong></td>
<td>The teacher of business understands how students learn and develop and can provide learning opportunities that support their intellectual, social, and personal development. <strong>No measures specified</strong></td>
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<td><strong>Outcome 1.5: Individual and group motivation</strong></td>
<td>The teacher of business understands individual and <strong>No measures specified</strong></td>
</tr>
</tbody>
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group motivation and behavior and creates a learning environment that encourages positive social interaction, active engagement in learning, and self-motivation.

Outcome 1.6: Communication techniques
The teacher of business uses a variety of communication techniques to foster inquiry, collaboration, and supportive interaction in the classroom.

Outcome 1.7: Knowledge of subject matter
The teacher of business plans instruction based upon knowledge of subject matter, students, the community, and curriculum goals.

Outcome 1.8: Formal and informal assessment
The teacher of business understands and uses formal and informal assessment strategies to evaluate and ensure the continuous intellectual and social development of the learner.

Outcome 1.9: Professional development
The teacher of business is a reflective practitioner who seeks opportunities for professional development.

Outcome 1.10: Foster relationships
The teacher of business fosters relationships with parents, business/industry, community, and school to support students’ learning and well being.

Assessment Findings

Finding per Measure

OLD BS in Business Education Outcome Set

OBJ. 1.1: Competencies in business education
Students will demonstrate various competencies in business education.
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<th>Outcome 1.4: Instructional strategies</th>
<th>No measures specified</th>
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</thead>
<tbody>
<tr>
<td>The teacher of business understands and uses a variety of instructional strategies to encourage students' development of critical thinking, problem solving, and performance skills.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Outcome 1.5: Individual and group motivation</th>
<th>No measures specified</th>
</tr>
</thead>
<tbody>
<tr>
<td>The teacher of business understands individual and group motivation and behavior and creates a learning environment that encourages positive social interaction, active engagement in learning, and self-motivation.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Outcome 1.6: Communication techniques</th>
<th>No measures specified</th>
</tr>
</thead>
<tbody>
<tr>
<td>The teacher of business uses a variety of communication techniques to foster inquiry, collaboration, and supportive interaction in the classroom.</td>
<td></td>
</tr>
</tbody>
</table>
**Outcome 1.7: Knowledge of subject matter**

The teacher of business plans instruction based upon knowledge of subject matter, students, the community, and curriculum goals.

*No measures specified*

**Outcome 1.8: Formal and informal assessment**

The teacher of business understands and uses formal and informal assessment strategies to evaluate and ensure the continuous intellectual and social development of the learner.

*No measures specified*

**Outcome 1.9: Professional development**

The teacher of business is a reflective practitioner who seeks opportunities for professional development.

*No measures specified*

**Outcome 1.10: Foster relationships**

The teacher of business fosters relationships with parents, business/industry, community, and school to support students’ learning and well being.

*No measures specified*

**Overall Recommendations**

*No text specified*

**Overall Reflection**

*No text specified*
## 2012-2013 Assessment Cycle

### Assessment Plan

#### Outcomes and Measures

<table>
<thead>
<tr>
<th>BS in Business Education Outcomes Set - Spring 2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Content Knowledge: Command of Business Subject Matter</td>
</tr>
</tbody>
</table>

#### 1.1: Understanding of subject matter

<table>
<thead>
<tr>
<th>Displays understanding of subject matter taught in business education classes.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Measure:</strong> BEIT 492 Evaluation</td>
</tr>
<tr>
<td><strong>Direct - Other</strong></td>
</tr>
<tr>
<td><strong>Details/Description:</strong> In BEIT 492 students must demonstrate a proficiency in understanding content knowledge in six business content areas: keyboarding, computer applications, entrepreneurship, personal finance, management and accounting through written assessments and teaching demonstrations.</td>
</tr>
<tr>
<td><strong>Target:</strong> 90% of the students will earn a final grade at or above 75%</td>
</tr>
<tr>
<td><strong>Implementation Plan (timeline):</strong> Every other AY during the semester in which BEIT 492 is offered</td>
</tr>
<tr>
<td><strong>Responsible Individual(s):</strong> Bus Ed Faculty</td>
</tr>
</tbody>
</table>

#### 1.2: Explains content effectively to student learners.

| **Measure:** BEIT 492 Evaluation  |
| **Direct - Other** |
| **Details/Description:** Students develop written lesson plans and then demonstrate through role-playing their effectiveness at explaining business content knowledge to other students. Students prepare and demonstrate a minimum of six lessons in a variety of business subjects. |
| **Target:** 90% of students in BEIT 492 will earn a minimum average proficiency score of 75% on the teaching demonstrations. |

---

### Notes:
- The assessment plan details specific measures and standards for evaluating student knowledge and teaching abilities in the BS in Business Education program.
- Assessment metrics include written assessments, teaching demonstrations, and student grades.
- The timeline for implementation is aligned with academic years, ensuring a structured approach to student learning and evaluation.
Implementation Plan (timeline): Every other AY during the semester in which BEIT 492 is offered.

Responsible Individual(s): Bus Ed Faculty

Measure: Final Evaluation (Student Teaching)
Direct - Other

Details/Description: Successful completion of one semester of student teaching in public school business department classes indicates that the student teacher has an ability to effectively communicate through proper teaching techniques the business concepts being taught in public schools.

Target: 90% of students will receive a minimum rating of MEETS EXPECTATIONS


Responsible Individual(s): Bus Ed Faculty

1.3: Shows enthusiasm for subject matter being taught.

Measure: BEIT 492 Evaluation
Direct - Other

Details/Description:

Target:

Implementation Plan (timeline): Every other AY during the semester in which BEIT 492 is offered.

Responsible Individual(s): Bus Ed Faculty

Measure: Praxis II
Direct - Exam

Details/Description:

Target:

Implementation Plan (timeline): Every other AY when BEIT 492 is offered

Responsible Individual(s): Bus Ed Faculty

2. Professional Department: The Educator as a Person

2.1: Dresses and presents oneself in appropriate manner

Measure: BEIT 492 Evaluation
Direct - Other

Details/Description: Observation, teaching demonstration evaluations in BEIT 492, Methods of Teaching Business Subjects

Target: All students will perform at acceptable levels, defined as an 80% minimum evaluation score

Implementation Plan (timeline): Fall 2012 and every other AY during the semester in which BEIT 492 is offered.

Responsible Individual(s): Bus Ed Faculty

2.2: Attends to duties punctually and on schedule.

Measure: BEIT 492 Evaluation
Direct - Other

Details/Description: Observation, teaching demonstration evaluations in BEIT 492, Methods of Teaching Business Subjects
2.3: Values diversity of thought

Values diversity of thought and allows the expression of ideas within a democratic setting using sensitive verbal and nonverbal language.

**Measure:** BEIT 492 Evaluation

**Details/Description:** Observation, teaching demonstration evaluations in BEIT 492, Methods of Teaching Business Subjects

**Target:** All students will perform at acceptable levels, defined as an 80% minimum evaluation score

**Implementation Plan (timeline):** Fall 2012 and every other AY during the semester in which BEIT 492 is offered.

**Responsible Individual(s):** Bus Ed Faculty

2.4: Enthusiasm, perseverance, and humor

Exhibits enthusiasm, perseverance, and humor appropriately.

**Measure:** BEIT 492 Evaluation

**Details/Description:** Observation, teaching demonstration evaluations in BEIT 492, Methods of Teaching Business Subjects

**Target:** All students will perform at acceptable levels, defined as an 80% minimum evaluation score

**Implementation Plan (timeline):** Fall 2012 and every other AY during the semester in which BEIT 492 is offered.

**Responsible Individual(s):** Bus Ed Faculty

2.5: Prepares appropriately for task

Prepares appropriately for whatever task has been assigned and does not disrupt class due to material or equipment needs.

**Measure:** BEIT 492 Evaluation

**Details/Description:** Observation, teaching demonstration evaluations in BEIT 492, Methods of Teaching Business Subjects

**Target:** All students will perform at acceptable levels, defined as an 80% minimum evaluation score

**Implementation Plan (timeline):** Fall 2012 and every other AY during the semester in which BEIT 492 is offered.

**Responsible Individual(s):** Bus Ed Faculty

4. Commitment to Ethical Practice:

**Commitment to Ethical Practice:** The Educator as a Member of Community

4.1: Honesty and adherence to ethical principles

Demonstrates honesty and adherence to ethical principles.

**Measure:** Final Evaluation (Student Teaching)

**Details/Description:**

**Target:**

**Implementation Plan (timeline):** Spring semesters in odd numbered years

**Responsible Individual(s):** Bus Ed Faculty
Assessment Findings

Finding per Measure

BS in Business Education Outcomes Set - Spring 2012

1. Content Knowledge: Command of Business Subject Matter

1.1: Understanding of subject matter
Displays understanding of subject matter taught in business education classes.

▼ Measure: BEIT 492 Evaluation
Direct - Other

- **Details/Description**: In BEIT 492 students must demonstrate a proficiency in understanding content knowledge in six business content areas: keyboarding, computer applications, entrepreneurship, personal finance, management and accounting through written assessments and teaching demonstrations.
- **Target**: 90% of the students will earn a final grade at or above 75%
- **Implementation Plan (timeline)**: Every other AY during the semester in which BEIT 492 is offered
- **Responsible Individual(s)**: Bus Ed Faculty

**Findings** for BEIT 492 Evaluation

- **Summary of Findings**: 100% of the students in BEIT 492 earned final course grades in excess of 85%. As a result, targets (90% of students will earn a final grad at or above 75%) were exceeded.
- **Results**: Target Achievement: Exceeded
- **Recommendations**: Given, targets were exceed, performance and instruction at this time appear to be satisfactory.
- **Reflections/Notes**:

▼ Measure: Final Evaluation (Student Teaching)
Direct - Other

- **Details/Description**: Successful completion of one semester of student teaching in public school business department classes indicates that the student teacher has an understanding of business concepts taught in public schools.
- **Target**: 90% of the students will receive a minimum rating of "Meets Expectations."
- **Implementation Plan (timeline)**: Spring semesters in odd numbered years (2013, 2015, 2017)
- **Responsible Individual(s)**: Bus Ed Faculty

**Findings** for Final Evaluation (Student Teaching)

- **Summary of Findings**: 100% of the student teachers received a minimum meets expectations rating in student teaching. As a result the targets (90% of students will receive a minimum rating of meets expectations) for this outcome.
- **Results**: Target Achievement: Exceeded
- **Recommendations**: The targets were exceeded for this outcome since 100% of the student teachers received a minimum "meets expectations" rating in student teaching.
- **Reflections/Notes**:
### Measure: Praxis II
**Direct - Exam**

**Details/Description:**
- **Target:** 75% of the students will receive a passing score on Praxis II which is a 480.
- **Implementation Plan (timeline):** Every other AY when BEIT 492 is offered
- **Responsible Individual(s):** Bus Ed Faculty

**Findings for Praxis II**

**Summary of Findings:** 100% of the business education students received above 480 on the Praxis II which is a passing score. As a result the target number of students (75%) was exceeded because all students achieved the passing score target.

**Results:** Target Achievement: Exceeded

**Recommendations:** Given 100% of the business education students achieved the passing score target on the Praxis II exam, performance and instruction for this outcome is satisfactory.

**Reflections/Notes:**

<table>
<thead>
<tr>
<th>1.2: Explains content effectively to student learners.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Measure: BEIT 492 Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Direct - Other</strong></td>
</tr>
</tbody>
</table>

**Details/Description:** Students develop written lesson plans and then demonstrate through role-playing their effectiveness at explaining business content knowledge to other students. Students prepare and demonstrate a minimum of six lessons in a variety of business subjects.

- **Target:** 90% of students in BEIT 492 will earn a minimum average proficiency score of 75% on the teaching demonstrations.

- **Implementation Plan (timeline):** Every other AY during the semester in which BEIT 492 is offered.

- **Responsible Individual(s):** Bus Ed Faculty

**Findings for BEIT 492 Evaluation**

**Summary of Findings:** 100% of students in BEIT 492 earned a minimum average score of 75% on teaching demonstrations in AY 2012 and 2013.

**Results:** Target Achievement: Exceeded

**Recommendations:** Targets were exceeded in terms of number of students and achievement. Performance and instruction appears to be satisfactory.

**Reflections/Notes:**

<table>
<thead>
<tr>
<th>Measure: Final Evaluation (Student Teaching)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Direct - Other</strong></td>
</tr>
</tbody>
</table>

**Details/Description:** Successful completion of one semester of student teaching in public school business department classes indicates that the student teacher has an ability to effectively communicate through proper teaching techniques the business concepts being taught in public schools.

- **Target:** 90% of students will receive a minimum rating of MEETS EXPECTATIONS
**Implementation Plan (timeline):** Spring semesters in odd numbered years (2013, 2015, 2017)
**Responsible Individual(s):** Bus Ed Faculty

**Findings for Final Evaluation (Student Teaching)**

**Summary of Findings:** 100% of student teachers received a minimum MEETS EXPECTATIONS rating in student teaching during AY 2012 and 2013.
**Results:** Target Achievement: Exceeded
**Recommendations:** Targets were exceeded in terms of number of students and performance in that 100% of the students received the "meets expectations" rating in student teaching. As a result performance and instruction is satisfactory.
**Reflections/Notes:**

---

1.3: Shows enthusiasm for subject matter being taught.

**Measure:** BEIT 492 Evaluation
**Direct - Other**

**Details/Description:**
**Target:**
**Implementation Plan (timeline):** Every other AY during the semester in which BEIT 492 is offered.
**Responsible Individual(s):** Bus Ed Faculty

**Findings for BEIT 492 Evaluation**

**Summary of Findings:** Students demonstrate enthusiasm in developing written lesson plans and in demonstrating through role-playing their effectiveness at explaining business content knowledge to other students. Students prepare and demonstrate a minimum of six lessons in a variety of business subjects. 100% of the students (3 students) in BEIT 492 in AY 2012-2013 earned at or above the minimum average proficiency score of 75% on the teaching demonstrations
**Results:** Target Achievement: Exceeded
**Recommendations:** The target of having 90% of the students receive a score of 75% was exceeded. As a result performance and instruction for this outcome appears to be satisfactory.
**Reflections/Notes:**

---

**Measure:** Praxis II
**Direct - Exam**

**Details/Description:**
**Target:**
**Implementation Plan (timeline):** Every other AY when BEIT 492 is offered
**Responsible Individual(s):** Bus Ed Faculty

**Findings for Praxis II**

**Summary of Findings:** 100% of business education students (3 students) received above 480 on the Praxis II in AY 2012-2013. The target was stated to be 75% of business education students will receive a passing score on Praxis II. Therefore, targets were exceeded in terms of number of students and achievement.
Results: Target Achievement: Exceeded

Recommendations: Given, 100% of the business education students received a score above the target threshold of 480, performance and instruction for this outcome is satisfactory.

Reflections/Notes:

2. Professional Development: The Educator as a Person

2.1: Dresses and presents oneself in an appropriate manner

Dresses and presents oneself in a manner that is appropriate for the situation.

Measure: BEIT 492 Evaluation
Direct - Other

Details/Description: Observation, teaching demonstration evaluations in BEIT 492, Methods of Teaching Business Subjects

Target: All students will perform at acceptable levels, defined as an 80% minimum evaluation score

Implementation Plan (timeline): Fall 2012 and every other AY during the semester in which BEIT 492 is offered.

Responsible Individual(s): Bus Ed Faculty

Findings for BEIT 492 Evaluation

Summary of Findings: Using a rubric, students were evaluated in BEIT 492 and it was determined that 100% of the 6 students enrolled could be classified as "Exceeding Expectations" with regard to "Dresses appropriate for the situation."

Results: Target Achievement: Met

Recommendations: None

Reflections/Notes:

Substantiating Evidence:

- Dispositions Evaluations (Excel Workbook (Open XML)) (See appendix)
  Contains summary of evaluations of BEIT 492 students

These Findings are associated with the following Actions:

Continue to monitor
(Annual Plan; 2012-2013 Assessment Cycle)

2.2: Attends to duties punctually and on schedule.

Measure: BEIT 492 Evaluation
Direct - Other

Details/Description: Observation, teaching demonstration evaluations in BEIT 492, Methods of Teaching Business Subjects

Target: All students will perform at acceptable levels, defined as an 80% minimum evaluation score

Implementation Plan (timeline): Fall 2012 and every other AY during the semester in which BEIT 492 is offered.

Responsible Individual(s): Bus Ed Faculty

Findings for BEIT 492 Evaluation

Summary of Findings: Within BEIT 492, six students were evaluated based on the criteria "Others are not inconvenienced due to an inability to fulfill commitments. Does not call into question the reliability of the student." Results were that:
4 of the 6 (67%) Exceeded Expectations and 2 of the 6 (33%) Met Expectations

Results: Target Achievement: Met

Recommendations: None. Students performed satisfactorily.

Reflections/Notes:

Substantiating Evidence:

- Dispositions Evaluations (Excel Workbook (Open XML)) (See appendix)
- Summary data for BEIT 492 evaluations

2.3: Values diversity of thought

Values diversity of thought and allows the expression of ideas within a democratic setting using sensitive verbal and nonverbal language.

**Measure:** BEIT 492 Evaluation

Details/Description: Observation, teaching demonstration evaluations in BEIT 492, Methods of Teaching Business Subjects

Target: All students will perform at acceptable levels, defined as an 80% minimum evaluation score

Implementation Plan (timeline): Fall 2012 and every other AY during the semester in which BEIT 492 is offered.

Responsible Individual(s): Bus Ed Faculty

**Findings for BEIT 492 Evaluation**

Summary of Findings: Within BEIT 492 in Fall 2012, 6 students were evaluated and all (100%) exceeded expectations.

Results: Target Achievement: Exceeded

Recommendations: None

Reflections/Notes:

Substantiating Evidence:

- Dispositions Evaluations (Excel Workbook (Open XML)) (See appendix)

2.4: Enthusiasm, perseverance, and humor

Exhibits enthusiasm, perseverance, and humor appropriately.

**Measure:** BEIT 492 Evaluation

Details/Description: Observation, teaching demonstration evaluations in BEIT 492, Methods of Teaching Business Subjects

Target: All students will perform at acceptable levels, defined as an 80% minimum evaluation score

Implementation Plan (timeline): Fall 2012 and every other AY during the semester in which BEIT 492 is offered.

Responsible Individual(s): Bus Ed Faculty

**Findings for BEIT 492 Evaluation**

Summary of Findings: From BEIT 492, six students were evaluated using a rubric on the criteria "Does whatever it takes to become the best teacher possible. Exhibits enthusiasm, perseverance, and humor appropriately." Of the six students,

5 (83%) exceeded expectations and
1 (17%) met expectations.

No students were below expectations.

**Results:** Target Achievement: Met

**Recommendations:** None

**Reflections/Notes:**

**Substantiating Evidence:**
- Dispositions Evaluations (Excel Workbook (Open XML)) (See appendix)
- Summary of data for BEIT 492 evaluations

---

### 2.5: Prepares appropriately for task

Prepares appropriately for whatever task has been assigned and does not disrupt class due to material or equipment needs.

**Measure:** BEIT 492 Evaluation

**Details/Description:** Observation, teaching demonstration evaluations in BEIT 492, Methods of Teaching Business Subjects

**Target:** All students will perform at acceptable levels, defined as an 80% minimum evaluation score

**Implementation Plan (timeline):** Fall 2012 and every other AY during the semester in which BEIT 492 is offered.

**Responsible Individual(s):** Bus Ed Faculty

Findings for BEIT 492 Evaluation

**Summary of Findings:** Using the rubric, 6 students in BEIT 492 were evaluated on this criterion. Results were:

5 students (83%) Exceeded expectations and
1 student (17%) met expectations.

No students were below expectations.

**Results:** Target Achievement: Met

**Recommendations:** None

**Reflections/Notes:**

**Substantiating Evidence:**
- Dispositions Evaluations (Excel Workbook (Open XML)) (See appendix)
- Summary data for BEIT 492 evaluations

---

### 4. Commitment to Ethical Practice:

Commitment to Ethical Practice: The Educator as a Member of Community

#### 4.1: Honesty and adherence to ethical principles

Demonstrates honesty and adherence to ethical principles.

**Measure:** Final Evaluation (Student Teaching)

**Details/Description:**

**Target:**

**Implementation Plan (timeline):** Spring semesters in odd numbered years

**Responsible Individual(s):** Bus Ed Faculty

Findings for Final Evaluation (Student Teaching)
Summary of Findings: In BEIT 492 students must demonstrate honesty in the manner in which they prepare their lesson plans and plan teaching strategies BEIT 492 in teaching assignments. DDirect observation was used to measure this outcome. 100% of business education students (3 students) demonstrated honesty and adherence to ethical principles in AY 2012-2013.

Results: Target Achievement: Met

Recommendations: The target for this outcome was having 100% of the students achieving this goal. Performance and instruction for this outcome is satisfactory.

Reflections/Notes:

Overall Recommendations

No text specified

Overall Reflection

No text specified

Action Plan

Actions

BS in Business Education Outcomes Set - Spring 2012

2. Professional Department: The Educator as a Person

2.1: Dresses and presents oneself in appropriate manner

Dresses and presents oneself in a manner that is appropriate for the situation.

Action: Continue to monitor

This Action is associated with the following Findings

Findings for BEIT 492 Evaluation
(Assessment Plan and Assessment Findings; 2012-2013 Assessment Cycle)

Summary of Findings: Using a rubric, students were evaluated in BEIT 492 and it was determined that 100% of the 6 students enrolled could be classified as "Exceeding Expectations" with regard to "Dresses appropriate for the situation."

Action Details: Targets for outcomes 2.1-2.5 were met or exceeded during the assessment cycle. The program will continue to monitor and will reassess during the next cycle.

Implementation Plan (timeline):

Key/Responsible Personnel:

Measures:

Resource Allocations:

Priority:

Status Report

Action Statuses
BS in Business Education Outcomes Set - Spring 2012

2. Professional Department: The Educator as a Person

<table>
<thead>
<tr>
<th>2.1: Dresses and presents oneself in appropriate manner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dresses and presents oneself in a manner that is appropriate for the situation.</td>
</tr>
</tbody>
</table>

**Action:** Continue to monitor

**Action Details:** Targets for outcomes 2.1-2.5 were met or exceeded during the assessment cycle. The program will continue to monitor and will reassess during the next cycle.

**Implementation Plan (timeline):**

**Key/Responsible Personnel:**

**Measures:**

**Resource Allocations:**

**Priority:**

---

**Status** for Continue to monitor

*No Status Added*

---

**Status Summary**

Targets for outcomes 1.1, 1.2, and 2.1-2.5 were met or exceeded during the assessment cycle. The program will continue to monitor and reassess during the next assessment cycle.

---

**Summary of Next Steps**

*No text specified*
## 2013-2014 Assessment Cycle

### Assessment Plan

#### Outcomes and Measures

**BS in Business Education Outcomes Set - Spring 2012**

### 1. Content Knowledge: Command of Business Subject Matter

| 1.1: Understanding of subject matter | **Measure:** Final Evaluation (Student Teaching)  
Direct - Other |
|--------------------------------------|--------------------------------------------------|
| Displays understanding of subject matter taught in business education classes. | **Details/Description:**  
**Target:**  
**Implementation Plan (timeline):** Spring semesters in odd numbered years  
**Responsible Individual(s):** Bus Ed Faculty |

| 1.2: Explains content effectively to student learners | **Measure:** Final Evaluation (Student Teaching)  
Direct - Other |
|------------------------------------------------------|--------------------------------------------------|
| Displays understanding of subject matter taught in business education classes. | **Details/Description:**  
**Target:**  
**Implementation Plan (timeline):** Spring semesters in odd numbered years  
**Responsible Individual(s):** Bus Ed Faculty |

| 1.3: Shows enthusiasm for subject matter being taught | **Measure:** Final Evaluation (Student Teaching)  
Direct - Other |
|------------------------------------------------------|--------------------------------------------------|
| Displays understanding of subject matter taught in business education classes. | **Details/Description:**  
**Target:**  
**Implementation Plan (timeline):** Spring semesters in odd numbered years  
**Responsible Individual(s):** Bus Ed Faculty |

### Assessment Findings

**Finding per Measure**

**BS in Business Education Outcomes Set - Spring 2012**

| 1.1: Understanding of subject matter | **Measure:** Final Evaluation (Student Teaching)  
Direct - Other |
|--------------------------------------|--------------------------------------------------|
| Displays understanding of subject matter taught in business education classes. | **Details/Description:**  
**Target:**  
**Implementation Plan (timeline):** Spring semesters in odd numbered years  
**Responsible Individual(s):** Bus Ed Faculty |
Details/Description:
Target:
Implementation Plan (timeline): Spring semesters in odd numbered years
Responsible Individual(s): Bus Ed Faculty

---

Findings for Final Evaluation (Student Teaching)

Summary of Findings: Successful completion of one semester of student teaching in public school business department classes indicates that the student teacher has an understanding of business concepts being taught in public schools. 100% of student teachers (4 students) received at a minimum MEETS EXPECTATIONS rating in student teaching during AY 2013-2014.

Results: Target Achievement: Exceeded
Recommendations: Given 100% of the students received a minimum "meets Expectations" evaluation, performance and instruction appears to be satisfactory at this time. The program will continue to monitor student progress.
Reflections/Notes:

These Findings are associated with the following Actions:

No action required - targets exceeded.
(Action Plan; 2013-2014 Assessment Cycle)

---

1.2: Explains content effectively to student learners.

Measure: Final Evaluation (Student Teaching)
Direct - Other

Details/Description:
Target:
Implementation Plan (timeline): Spring semesters in odd numbered years
Responsible Individual(s): Bus Ed Faculty

Findings for Final Evaluation (Student Teaching)

Summary of Findings: Successful completion of one semester of student teaching in public school business department classes indicates that the student teacher has an understanding of business concepts being taught in public schools. 100% of student teachers (4 students) received at a minimum MEETS EXPECTATIONS rating in student teaching during AY 2013-2014.

Results: Target Achievement: Exceeded
Recommendations: Given 100% of the students received a "meets expectations" rating, performance and instruction for this outcome appears to be satisfactory. The program will continue to monitor performance for this outcome.
Reflections/Notes:

These Findings are associated with the following Actions:

No Action Required
(Action Plan; 2013-2014 Assessment Cycle)

---

1.3: Shows enthusiasm for subject matter being taught.

Measure: Final Evaluation (Student Teaching)
Direct - Other

Details/Description:
Target:

Implementation Plan (timeline): Spring semesters in odd numbered years

Responsible Individual(s): Bus Ed Faculty

---

Findings for Final Evaluation (Student Teaching)

**Summary of Findings:** Successful completion of one semester of student teaching in public school business department classes indicates that the student teacher has an understanding of business concepts being taught in public schools. 100% of student teachers (4 students) received at a minimum MEETS EXPECTATIONS rating in student teaching during AY 2013-2014

**Results:** Target Achievement: Exceeded

**Recommendations:** Since 100% of the student teachers received a rating of “meets expectations” the target for this outcome was exceeded. As a result performance and instruction for this outcome appear to be satisfactory.

**Reflections/Notes:**

**These Findings are associated with the following Actions:**

**No action required for this outcome**

(Action Plan; 2013-2014 Assessment Cycle)

---

Overall Recommendations

Targets for the 3 outcomes measured during this assessment cycle were exceeded. The program will continue to monitor program assessment variables.

---

Overall Reflection

*No text specified*

---

Action Plan

Actions

BS in Business Education Outcomes Set - Spring 2012

1. Content Knowledge: Command of Business Subject Matter

1.1: Understanding of subject matter

Displays understanding of subject matter taught in business education classes.

**Action:** No action required - targets exceeded.

**This Action is associated with the following Findings**

Findings for Final Evaluation (Student Teaching)

(Conference Plan and Assessment Findings; 2013-2014 Assessment Cycle)

**Summary of Findings:** Successful completion of one semester of student teaching in public school business department classes indicates that the student teacher has an understanding of business concepts being taught in public schools. 100% of student teachers (4 students) received at a minimum MEETS EXPECTATIONS rating in student teaching during AY 2013-2014

**Action Details:** Assess again during AY 2015/2016

**Implementation Plan (timeline):** Assess during 2015/2016 assessment cycle

**Key/Responsible Personnel:** Business Education faculty
**1.2: Explains content effectively to student learners.**

**Action:** No Action Required

**This Action is associated with the following Findings**

**Findings for Final Evaluation (Student Teaching)**
(Assessment Plan and Assessment Findings; 2013-2014 Assessment Cycle)

**Summary of Findings:** Successful completion of one semester of student teaching in public school business department classes indicates that the student teacher has an understanding of business concepts being taught in public schools. 100% of student teachers (4 students) received at a minimum MEETS EXPECTATIONS rating in student teaching during AY 2013-2014.

**Action Details:** Targets for this outcome were exceeded during AY 2012/2014, therefore no immediate action is required.

**Implementation Plan (timeline):** Assess during AY 2015/2016.

**Key/Responsible Personnel:** Bus. Education faculty

**Measures:** Student teaching evaluation

**Resource Allocations:**

**Priority:** Low

---

**1.3: Shows enthusiasm for subject matter being taught.**

**Action:** No action required for this outcome

**This Action is associated with the following Findings**

**Findings for Final Evaluation (Student Teaching)**
(Assessment Plan and Assessment Findings; 2013-2014 Assessment Cycle)

**Summary of Findings:** Successful completion of one semester of student teaching in public school business department classes indicates that the student teacher has an understanding of business concepts being taught in public schools. 100% of student teachers (4 students) received at a minimum MEETS EXPECTATIONS rating in student teaching during AY 2013-2014.

**Action Details:** Since 100% of the student teachers received a rating of 'meets expectations' the target for this outcome was exceeded. As a result performance and instruction for this outcome appear to be satisfactory.

**Implementation Plan (timeline):** Assess during 2015/2016 assessment cycle.

**Key/Responsible Personnel:** Bus. Education faculty

**Measures:** Student teaching evaluation.

**Resource Allocations:**

**Priority:** Low
# Status Report

## Action Statuses

### BS in Business Education Outcomes Set - Spring 2012

#### 1. Content Knowledge: Command of Business Subject Matter

<table>
<thead>
<tr>
<th>1.1: Understanding of subject matter</th>
<th><strong>Action:</strong> No action required - targets exceeded.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Displays understanding of subject matter taught in business education classes.</td>
<td><strong>Action Details:</strong> Assess again during AY 2015/2016</td>
</tr>
<tr>
<td><strong>Implementation Plan (timeline):</strong> Assess during 2015/2016 assessment cycle</td>
<td><strong>Key/Responsible Personnel:</strong> Business Education faculty</td>
</tr>
<tr>
<td><strong>Measures:</strong> Student teaching evaluation</td>
<td><strong>Resource Allocations:</strong></td>
</tr>
<tr>
<td><strong>Priority:</strong> Low</td>
<td><strong>Status</strong> for No action required - targets exceeded.</td>
</tr>
<tr>
<td><strong>Current Status:</strong> Completed</td>
<td><strong>Next Steps/Additional Information:</strong> Targets were met. The next time this outcome is scheduled to be assessed is AY 15/16.</td>
</tr>
</tbody>
</table>

#### 1.2: Explains content effectively to student learners.

<table>
<thead>
<tr>
<th><strong>Action:</strong> No Action Required</th>
<th><strong>Action Details:</strong> Targets for this outcome were exceeded during AY 2012/2014, therefore no immediate action is required.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Implementation Plan (timeline):</strong> Assess during AY 2015/2016.</td>
<td><strong>Key/Responsible Personnel:</strong> Bus. Education faculty</td>
</tr>
<tr>
<td><strong>Measures:</strong> Student teaching evaluation</td>
<td><strong>Resource Allocations:</strong></td>
</tr>
<tr>
<td><strong>Priority:</strong> Low</td>
<td><strong>Status</strong> for No Action Required</td>
</tr>
<tr>
<td><strong>Current Status:</strong> Completed</td>
<td><strong>Next Steps/Additional Information:</strong> Targets were met based on the original assessment. The next time this outcome is scheduled to be assessed is AY15/16.</td>
</tr>
</tbody>
</table>
### 1.3: Shows enthusiasm for subject matter being taught.

**Action:** No action required for this outcome

**Action Details:** Since 100% of the student teachers received a rating of ‘meets expectations’ the target for this outcome was exceeded. As a result performance and instruction for this outcome appear to be satisfactory.

**Implementation Plan (timeline):** Assess during 2015/2016 assessment cycle.

**Key/Responsible Personnel:** Bus. Education faculty

**Measures:** Student teaching evaluation.

**Resource Allocations:**

**Priority:** Low

**Status** for No action required for this outcome

**Current Status:** Completed

**Resource Allocation(s) Status:**

**Next Steps/Additional Information:** Targets were met based on the original assessment results. The next time this outcome is scheduled to be assessed is AY 15/16.

---

### Status Summary

The targets for Outcomes 1.1, 1.2, and 1.3 were exceeded during AY 2013/2014. The measure used during this assessment cycle was student teaching evaluations.

### Summary of Next Steps

During AY 2014/2015, performance on the PRAXIS exam and the final course grade will be used to judge performance for Outcomes 1.1, 1.2, and 1.3. In addition, Outcome 4.1, Honesty and adherence to ethical principles will be measured.
## 2014-2015 Assessment Cycle

### Assessment Plan

#### Outcomes and Measures

<table>
<thead>
<tr>
<th>BS in Business Education Outcomes Set - Spring 2012</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Content Knowledge: Command of Business Subject Matter</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>1.1: Understanding of subject matter</th>
<th>Measure: BEIT 492 Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Displays understanding of subject matter taught in business education classes.</td>
<td>Direct - Other</td>
</tr>
<tr>
<td>Details/Description: In BEIT 492 students must demonstrate a proficiency in understanding content knowledge in six business content areas: keyboarding, computer applications, entrepreneurship, personal finance, management and accounting through written assessments and teaching demonstrations.</td>
<td></td>
</tr>
<tr>
<td>Target: 90% of the students will earn a final grade at or above 75%</td>
<td></td>
</tr>
<tr>
<td>Implementation Plan (timeline): Every other AY during the semester in which BEIT 492 is offered</td>
<td></td>
</tr>
<tr>
<td>Responsible Individual(s): Bus Ed Faculty</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Measure: Praxis II</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct - Exam</td>
</tr>
<tr>
<td>Details/Description:</td>
</tr>
<tr>
<td>Target: 75% of the students will receive a passing score on Praxis II which is a 480.</td>
</tr>
<tr>
<td>Implementation Plan (timeline): Every other AY when BEIT 492 is offered</td>
</tr>
<tr>
<td>Responsible Individual(s): Bus Ed Faculty</td>
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<th>1.2: Explains content effectively to student learners.</th>
<th>Measure: BEIT 492 Evaluation</th>
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<tbody>
<tr>
<td>Direct - Other</td>
<td></td>
</tr>
<tr>
<td>Details/Description: Students develop written lesson plans and then demonstrate through role-playing their effectiveness at explaining business content knowledge to other students. Students prepare and demonstrate a minimum of six lessons in a variety of business subjects.</td>
<td></td>
</tr>
<tr>
<td>Target: 90% of students in BEIT 492 will earn a minimum average proficiency score of 75% on the teaching demonstrations.</td>
<td></td>
</tr>
<tr>
<td>Implementation Plan (timeline): Every other AY during the semester in which BEIT 492 is offered</td>
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</tr>
<tr>
<td>Responsible Individual(s): Bus Ed Faculty</td>
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</table>

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<tr>
<th>1.3: Shows enthusiasm for subject matter being taught.</th>
<th>Measure: BEIT 492 Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct - Other</td>
<td></td>
</tr>
<tr>
<td>Details/Description:</td>
<td></td>
</tr>
<tr>
<td>Target:</td>
<td></td>
</tr>
</tbody>
</table>
Implementation Plan (timeline): Every other AY during the semester in which BEIT 492 is offered.

**Responsible Individual(s):** Bus Ed Faculty

**Measure:** Praxis II

- **Direct - Exam**

**Details/Description:**

**Target:**

**Implementation Plan (timeline):** Every other AY when BEIT 492 is offered

**Responsible Individual(s):** Bus Ed Faculty

---

**4. Commitment to Ethical Practice:**
Commitment to Ethical Practice: The Educator as a Member of Community

**4.1: Honesty and adherence to ethical principles**

- **Measure:** Final Evaluation (Student Teaching)

  **Direct - Other**

**Details/Description:**

**Target:**

**Implementation Plan (timeline):** Spring semesters in odd numbered years

**Responsible Individual(s):** Bus Ed Faculty

---

**Assessment Findings**

**Finding per Measure**

---

**BS in Business Education Outcomes Set - Spring 2012**

**1. Content Knowledge: Command of Business Subject Matter**

**1.1: Understanding of subject matter**

- **Measure:** BEIT 492 Evaluation

  **Direct - Other**

**Details/Description:**

In BEIT 492 students must demonstrate a proficiency in understanding content knowledge in six business content areas: keyboarding, computer applications, entrepreneurship, personal finance, management and accounting through written assessments and teaching demonstrations.

**Target:** 90% of the students will earn a final grade at or above 75%

**Implementation Plan (timeline):** Every other AY during the semester in which BEIT 492 is offered

**Responsible Individual(s):** Bus Ed Faculty

**Findings for BEIT 492 Evaluation**

**Summary of Findings:** BEIT 492 had no students enrolled during A/Y 2014/2015. As a result assessment is deferred to AY 2015/2016.

**Recommendations:**

**Reflections/Notes:**
These Findings are associated with the following Actions:
Outcomes 1.1, 1.2, 1.3, and 4.1
(Action Plan; 2014-2015 Assessment Cycle)

Measure: Praxis II
Direct - Exam

Details/Description:
Target: 75% of the students will receive a passing score on Praxis II which is a 480.
Implementation Plan (timeline): Every other AY when BEIT 492 is offered
Responsible Individual(s): Bus Ed Faculty

Findings for Praxis II

Summary of Findings: BEIT 492 had no students enrolled during A/Y 2014/2015. As a result assessment is deferred to AY 2015/2016.
Recommendations :
Reflections/Notes :

These Findings are associated with the following Actions:
Outcomes 1.1, 1.2, 1.3, and 4.1
(Action Plan; 2014-2015 Assessment Cycle)

1.2: Explains content effectively to student learners.

Measure: BEIT 492 Evaluation
Direct - Other

Details/Description: Students develop written lesson plans and then demonstrate through role-playing their effectiveness at explaining business content knowledge to other students. Students prepare and demonstrate a minimum of six lessons in a variety of business subjects.
Target: 90% of students in BEIT 492 will earn a minimum average proficiency score of 75% on the teaching demonstrations.
Implementation Plan (timeline): Every other AY during the semester in which BEIT 492 is offered.
Responsible Individual(s): Bus Ed Faculty

Findings for BEIT 492 Evaluation

Summary of Findings: BEIT 492 had no students enrolled during A/Y 2014/2015. As a result assessment is deferred to AY 2015/2016.
Recommendations :
Reflections/Notes :

These Findings are associated with the following Actions:
Outcome .1.2
(Action Plan; 2014-2015 Assessment Cycle)
1.3: Shows enthusiasm for subject matter being taught.

**Measure:** BEIT 492 Evaluation

Direct - Other

**Details/Description:**

**Target:**

**Implementation Plan (timeline):** Every other AY during the semester in which BEIT 492 is offered.

**Responsible Individual(s):** Bus Ed Faculty

**Findings for BEIT 492 Evaluation**

**Summary of Findings:** BEIT 492 had no students enrolled during A/Y 2014/2015. As a result assessment is deferred to AY 2015/2016.

**Recommendations:**

**Reflections/Notes:**

**These Findings are associated with the following Actions:**

**Outcome 1.3**

(2014-2015 Assessment Cycle)

---

**Measure:** Praxis II

Direct - Exam

**Details/Description:**

**Target:**

**Implementation Plan (timeline):** Every other AY when BEIT 492 is offered

**Responsible Individual(s):** Bus Ed Faculty

**Findings for Praxis II**

**Summary of Findings:** BEIT 492 had no students enrolled during A/Y 2014/2015. As a result assessment is deferred to AY 2015/2016.

**Recommendations:**

**Reflections/Notes:**

---

4. Commitment to Ethical Practice:

Commitment to Ethical Practice: The Educator as a Member of Community

4.1: Honesty and adherence to ethical principles

**Measure:** Final Evaluation (Student Teaching)

Direct - Other

**Details/Description:**

**Target:**

**Implementation Plan (timeline):** Spring semesters in odd numbered years

**Responsible Individual(s):** Bus Ed Faculty

**Findings for Final Evaluation (Student Teaching)**
**Summary of Findings:** BEIT 492 had no students enrolled during A/Y 2014/2015. As a result assessment is deferred to AY 2015/2016.

**Recommendations:**

**Reflections/Notes:**

**These Findings are associated with the following Actions:**

**Outcome 4.1**
(Action Plan; 2014-2015 Assessment Cycle)

---

**Overall Recommendations**

BEIT 492 had no students enrolled during A/Y 2014/2015. As a result assessment is deferred to AY 2015/2016.

---

**Overall Reflection**

*No text specified*

---

**Action Plan**

**Actions**

**BS in Business Education Outcomes Set - Spring 2012**

**1. Content Knowledge: Command of Business Subject Matter**

**1.1: Understanding of subject matter**
Displays understanding of subject matter taught in business education classes.

**Action:** Outcomes 1.1, 1.2, 1.3, and 4.1

---

**This Action is associated with the following Findings**

**Findings for BEIT 492 Evaluation**
(Assessment Plan and Assessment Findings; 2014-2015 Assessment Cycle)

**Summary of Findings:** BEIT 492 had no students enrolled during A/Y 2014/2015. As a result assessment is deferred to AY 2015/2016.

**Findings for Praxis II**
(Assessment Plan and Assessment Findings; 2014-2015 Assessment Cycle)

**Summary of Findings:** BEIT 492 had no students enrolled during A/Y 2014/2015. As a result assessment is deferred to AY 2015/2016.

**Action Details:** BEIT 492 had no students enrolled during A/Y 2014/2015. As a result assessment is deferred to AY 2015/2016.

**Implementation Plan (timeline):** AY 2015/2016

**Key/Responsible Personnel:** W. Wilhelm or course instructor

**Measures:** Written assignments, teaching demonstrations and Praxis II exam score.

**Resource Allocations:**

**Priority:** High
1.2: Explains content effectively to student learners.

**Action:** Outcome 1.2

This Action is associated with the following Findings

Findings for BEIT 492 Evaluation
(Assessment Plan and Assessment Findings; 2014-2015 Assessment Cycle)

Summary of Findings: BEIT 492 had no students enrolled during A/Y 2014/2015. As a result assessment is deferred to AY 2015/2016.

Action Details: BEIT 492 had no students enrolled during A/Y 2014/2015. As a result assessment is deferred to AY 2015/2016.

Implementation Plan (timeline): AY 2015/2016

Key/Responsible Personnel: W. Wilhelm or course instructor

Measures: Lesson plans, role play, and Praxis II exam score

Resource Allocations:

Priority: High

1.3: Shows enthusiasm for subject matter being taught.

**Action:** Outcome 1.3

This Action is associated with the following Findings

Findings for BEIT 492 Evaluation
(Assessment Plan and Assessment Findings; 2014-2015 Assessment Cycle)

Summary of Findings: BEIT 492 had no students enrolled during A/Y 2014/2015. As a result assessment is deferred to AY 2015/2016.

Action Details: BEIT 492 had no students enrolled during A/Y 2014/2015. As a result assessment is deferred to AY 2015/2016.

Implementation Plan (timeline): AY 2015/2016 or next time BEIT 492 is offered.

Key/Responsible Personnel: W. Wilhelm or course instructor

Measures: Evaluation of student teaching

Resource Allocations:

Priority: High

4. Commitment to Ethical Practice:

Commitment to Ethical Practice: The Educator as a Member of Community

4.1: Honesty and adherence to ethical principles

**Action:** Outcome 4.1

This Action is associated with the following Findings

Findings for Final Evaluation (Student Teaching)
(Assessment Plan and Assessment Findings; 2014-2015 Assessment Cycle)

Summary of Findings: BEIT 492 had no students enrolled during A/Y 2014/2015. As a result assessment is deferred to AY 2015/2016.

Action Details: BEIT 492 had no students enrolled during A/Y 2014/2015. As a result assessment is deferred to AY 2015/2016.
Implementation Plan (timeline): AY 2015/2016 or next time BEIT 492 is offered.

Key/Responsible Personnel: W. Wilhelm or course instructor

Measures: Direct observation of student teaching

Resource Allocations:

Priority: High

Status Report

Action Statuses

BS in Business Education Outcomes Set - Spring 2012

1. Content Knowledge: Command of Business Subject Matter

1.1: Understanding of subject matter
Displays understanding of subject matter taught in business education classes.

**Action:** Outcomes 1.1, 1.2, 1.3, and 4.1

**Action Details:** BEIT 492 had no students enrolled during A/Y 2014/2015. As a result assessment is deferred to AY 2015/2016.

**Implementation Plan (timeline):** AY 2015/2016

**Key/Responsible Personnel:** W. Wilhelm or course instructor

**Measures:** Written assignments, teaching demonstrations and Praxis II exam score.

**Resource Allocations:**

**Priority:** High

**Status** for Outcomes 1.1, 1.2, 1.3, and 4.1

No Status Added

1.2: Explains content effectively to student learners.

**Action:** Outcome .1.2

**Action Details:** BEIT 492 had no students enrolled during A/Y 2014/2015. As a result assessment is deferred to AY 2015/2016.

**Implementation Plan (timeline):** AY 2015/2016

**Key/Responsible Personnel:** W. Wilhelm or course instructor

**Measures:** Lesson plans, role play, and Praxis II exam score

**Resource Allocations:**

**Priority:** High

**Status** for Outcome .1.2
1.3: Shows enthusiasm for subject matter being taught.

**Action: Outcome 1.3**

**Action Details:** BEIT 492 had no students enrolled during A/Y 2014/2015. As a result assessment is deferred to AY 2015/2016.

**Implementation Plan (timeline):** AY 2015/2016 or next time BEIT 492 is offered.

**Key/Responsible Personnel:** W. Wilhelm or course instructor

**Measures:** Evaluation of student teaching

**Resource Allocations:**

**Priority:** High

---

**Status** for Outcome 1.3

---

No Status Added

---

4. Commitment to Ethical Practice:

Commitment to Ethical Practice: The Educator as a Member of Community

4.1: Honesty and adherence to ethical principles

Demonstrates honesty and adherence to ethical principles.

**Action: Outcome 4.1**

**Action Details:** BEIT 492 had no students enrolled during A/Y 2014/2015. As a result assessment is deferred to AY 2015/2016.

**Implementation Plan (timeline):** AY 2015/2016 or next time BEIT 492 is offered.

**Key/Responsible Personnel:** W. Wilhelm or course instructor

**Measures:** Direct observation of student teaching

**Resource Allocations:**

**Priority:** High

---

**Status** for Outcome 4.1

---

No Status Added

---

**Status Summary**

*No text specified*

**Summary of Next Steps**

*No text specified*
# Assessment Plan

## Outcomes and Measures

### BS in Business Education Outcomes Set - Spring 2012

#### 1. Content Knowledge: Command of Business Subject Matter

| **1.1: Understanding of subject matter** | **Measure:** BEIT 492 Evaluation  
Direct - Other |
|-----------------------------------------|-------------------------------------------------|
| Displays understanding of subject matter taught in business education classes. | **Details/Description:** In BEIT 492 students must demonstrate a proficiency in understanding content knowledge in six business content areas: keyboarding, computer applications, entrepreneurship, personal finance, management and accounting through written assessments and teaching demonstrations.  
**Target:** 90% of the students will earn a final grade at or above 75%  
**Implementation Plan (timeline):** Every other AY during the semester in which BEIT 492 is offered  
**Responsible Individual(s):** Bus Ed Faculty |

| **Measure:** Praxis II  
Direct - Exam |
|-------------------------------------------------|
| **Details/Description:**  
**Target:** 75% of the students will receive a passing score on Praxis II which is a 480.  
**Implementation Plan (timeline):** Every other AY when BEIT 492 is offered  
**Responsible Individual(s):** Bus Ed Faculty |

| **1.2: Explains content effectively to student learners.** | **Measure:** BEIT 492 Evaluation  
Direct - Other |
|-------------------------------------------------|
| **Details/Description:** Students develop written lesson plans and then demonstrate through role-playing their effectiveness at explaining business content knowledge to other students. Students prepare and demonstrate a minimum of six lessons in a variety of business subjects.  
**Target:** 90% of students in BEIT 492 will earn a minimum average proficiency score of 75% on the teaching demonstrations.  
**Implementation Plan (timeline):** Every other AY during the semester in which BEIT 492 is offered.  
**Responsible Individual(s):** Bus Ed Faculty |

| **1.3: Shows enthusiasm for subject matter being taught.** | **Measure:** BEIT 492 Evaluation  
Direct - Other |
|-------------------------------------------------|
| **Details/Description:**  
**Target:** |
Implementation Plan (timeline): Every other AY during the semester in which BEIT 492 is offered.

Responsible Individual(s): Bus Ed Faculty

Measure: Praxis II
Direct - Exam

Details/Description:
Target:
Implementation Plan (timeline): Every other AY when BEIT 492 is offered
Responsible Individual(s): Bus Ed Faculty

4. Commitment to Ethical Practice:
Commitment to Ethical Practice: The Educator as a Member of Community

4.1: Honesty and adherence to ethical principles
Demonstrates honesty and adherence to ethical principles.

Measure: Final Evaluation (Student Teaching)
Direct - Other

Details/Description:
Target:
Implementation Plan (timeline): Spring semesters in odd numbered years
Responsible Individual(s): Bus Ed Faculty

Assessment Findings

Finding per Measure

BS in Business Education Outcomes Set - Spring 2012

1. Content Knowledge: Command of Business Subject Matter

1.1: Understanding of subject matter
Displays understanding of subject matter taught in business education classes.

Measure: BEIT 492 Evaluation
Direct - Other

Details/Description: In BEIT 492 students must demonstrate a proficiency in understanding content knowledge in six business content areas: keyboarding, computer applications, entrepreneurship, personal finance, management and accounting through written assessments and teaching demonstrations.

Target: 90% of the students will earn a final grade at or above 75%

Implementation Plan (timeline): Every other AY during the semester in which BEIT 492 is offered

Responsible Individual(s): Bus Ed Faculty

Findings for BEIT 492 Evaluation

No Findings Added

Measure: Praxis II
Direct - Exam
Details/Description:
Target: 75% of the students will receive a passing score on Praxis II which is a 480.
Implementation Plan (timeline): Every other AY when BEIT 492 is offered
Responsible Individual(s): Bus Ed Faculty

Findings for Praxis II
No Findings Added

1.2: Explains content effectively to student learners.

Measure: BEIT 492 Evaluation
Direct - Other

Details/Description: Students develop written lesson plans and then demonstrate through role-playing their effectiveness at explaining business content knowledge to other students. Students prepare and demonstrate a minimum of six lessons in a variety of business subjects.
Target: 90% of students in BEIT 492 will earn a minimum average proficiency score of 75% on the teaching demonstrations.
Implementation Plan (timeline): Every other AY during the semester in which BEIT 492 is offered.
Responsible Individual(s): Bus Ed Faculty

Findings for BEIT 492 Evaluation
No Findings Added

1.3: Shows enthusiasm for subject matter being taught.

Measure: BEIT 492 Evaluation
Direct - Other

Details/Description:
Target:
Implementation Plan (timeline): Every other AY during the semester in which BEIT 492 is offered.
Responsible Individual(s): Bus Ed Faculty

Findings for BEIT 492 Evaluation
No Findings Added

Measure: Praxis II
Direct - Exam

Details/Description:
Target:
Implementation Plan (timeline): Every other AY when BEIT 492 is offered
Responsible Individual(s): Bus Ed Faculty

Findings for Praxis II
4. Commitment to Ethical Practice:
Commitment to Ethical Practice: The Educator as a Member of Community

4.1: Honesty and adherence to ethical principles
Demonstrates honesty and adherence to ethical principles.

- **Measure:** Final Evaluation (Student Teaching)
  - Direct - Other

  **Details/Description:**
  **Target:**
  Implementation Plan (timeline): Spring semesters in odd numbered years
  Responsible Individual(s): Bus Ed Faculty

  **Findings for Final Evaluation (Student Teaching)**

  No Findings Added

Overall Recommendations

*No text specified*

Overall Reflection

*No text specified*

Action Plan

Status Report
2016-2017 Assessment Cycle

Assessment Plan

Assessment Findings
2017-2018 Assessment Cycle

-Assessment Plan

-Assessment Findings
2018-2019 Assessment Cycle

Assessment Plan

Assessment Findings
2019-2020 Assessment Cycle

Assessment Plan

Assessment Findings
Appendix

A. BusEd Curriculum Map (Curriculum Map)
B. Business Education (Adobe Acrobat Document)
C. Dispositions Evaluations (Excel Workbook (Open XML))
D. Dispositions Evaluations (Excel Workbook (Open XML))
E. Dispositions Evaluations (Excel Workbook (Open XML))
F. Dispositions Evaluations (Excel Workbook (Open XML))
G. Dispositions Evaluations (Excel Workbook (Open XML))
PROGRAM FIELD EXPERIENCES

Provide a chart showing the relationships among the program’s courses and the field experiences provided for all candidates.

<table>
<thead>
<tr>
<th>Course #/Title or Program Requirement</th>
<th>Purpose of Field Experience</th>
<th>Number of required hours in P-12 classroom</th>
<th>Candidate required tasks</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIMT 302</td>
<td>Application of teaching and learning strategies</td>
<td>20</td>
<td>Complete all in class projects, activities, and homework. Prepare lesson plan for microteaching activity. Prepare unit of instruction, teach, assess, remediate, reflect.</td>
</tr>
<tr>
<td>CIMT 400L</td>
<td>Complete instructional responsibilities associated with a unit</td>
<td>20</td>
<td>Prepare unit of instruction, teach, assess, remediate, reflect.</td>
</tr>
<tr>
<td>BEIT 402</td>
<td>Unit report for student teaching</td>
<td>N/A</td>
<td>Written documentation of teaching an integrated unit</td>
</tr>
<tr>
<td>CIMT 401</td>
<td>Student Teaching</td>
<td>16 weeks</td>
<td>Execute full instructional responsibilities and other duties related to schools as assigned.</td>
</tr>
</tbody>
</table>
CONTENT Standards Matrix Section

Submit a matrix indicating where all of the Indiana teacher content standards are addressed and the type of assessment used in program courses and experiences, including assessment evidences.

<table>
<thead>
<tr>
<th>Standards for the Teacher of Business (Licensing Rules 2002)</th>
<th>College of Business Core Requirements, Functional Courses, &amp; Additional Courses</th>
<th>BEIT Major Requirements</th>
<th>Additional BEIT Major Requirements</th>
<th>College of Education Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard #1: The teacher of business understands the central concepts, tools of inquiry, and structures of business and information technology and can create learning experiences that make these aspects of subject matter meaningful for students.</td>
<td>T 1, 2, 3, 5, 8</td>
<td>T 1, 2, 3, 5, 8</td>
<td>T 1, 2, 3, 4, 5, 6, 7, 8 (e.g., guest speakers)</td>
<td>Students apply business content in some of these courses</td>
</tr>
<tr>
<td>Standard #2: The teacher of business understands how students learn and develop and can provide learning opportunities that support their intellectual, social, and personal development.</td>
<td>-</td>
<td>-</td>
<td>T 1, 2, 3, 5, 6, 7</td>
<td>T 1, 2, 3, 5, 6, 7</td>
</tr>
<tr>
<td>Standard #3: The teacher of business understands that students have multiple intelligences and different learning styles and creates instructional opportunities that are adapted to diverse learners.</td>
<td>-</td>
<td>-</td>
<td>T 1, 2, 3, 5, 6, 7</td>
<td>T 1, 2, 3, 5, 6, 7</td>
</tr>
<tr>
<td>Standard #4: The teacher of business understands and uses a variety of instructional strategies to encourage students’ development of critical thinking, problem solving, and performance skills.</td>
<td>-</td>
<td>-</td>
<td>T 1, 2, 3, 5, 6, 7, 8 (e.g., guest speakers)</td>
<td>T 1, 2, 3, 5, 6, 7</td>
</tr>
<tr>
<td>Standard #5: The teacher of business understands individual and group motivation and behavior and creates a learning environment that encourages positive social interaction, active engagement in learning, and self-motivation.</td>
<td>-</td>
<td>-</td>
<td>T 1, 2, 3, 5, 6, 7</td>
<td>T 1, 2, 3, 5, 6, 7</td>
</tr>
<tr>
<td>Standard #6: The teacher of business uses a variety of communication techniques to foster inquiry, collaboration, and supportive interaction in the classroom.</td>
<td>-</td>
<td>-</td>
<td>T 1, 2, 3, 5, 6, 7, 8 (e.g., guest speakers)</td>
<td>T 1, 2, 3, 5, 6, 7</td>
</tr>
<tr>
<td>Standard #7: The teacher of business plans instruction based upon knowledge of subject matter, students, the community, and curriculum goals.</td>
<td>-</td>
<td>-</td>
<td>T 1, 2, 3, 5, 6, 7, 8 (e.g., guest speakers)</td>
<td>T 1, 2, 3, 5, 6, 7</td>
</tr>
<tr>
<td>Standard #8: The teacher of business understands and uses formal and informal assessment strategies to evaluate and ensure the continuous intellectual and social development of the learner.</td>
<td>-</td>
<td>-</td>
<td>T 1, 2, 3, 5, 6, 7, 8</td>
<td>T 1, 2, 3, 5, 6, 7</td>
</tr>
</tbody>
</table>
Standard #9: The teacher of business is a reflective practitioner who seeks opportunities for professional development.

| Standard #9: The teacher of business is a reflective practitioner who seeks opportunities for professional development. | - | - | T 1, 2, 3, 5, 6, 7, 8 (e.g., guest speakers & state conference) | T 1, 2, 3, 5, 6, 7 |

Standard #10: The teacher of business fosters relationships with parents, business/industry, community, and school to support students’ learning and well being.

| Standard #10: The teacher of business fosters relationships with parents, business/industry, community, and school to support students’ learning and well being. | - | - | T 1, 2, 3, 5, 6, 7, 8 (e.g., guest speakers & state conference) | T 1, 2, 3, 5, 6, 7 |

T = teacher standard addressed
Performance Assessment Examples: (1) test, (2) paper, (3) project, (4) portfolio artifact, (5) labs, (6) lesson plan, (7) teaching, (8) other

Course descriptions: Link to ISU Undergraduate Catalog

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Programmatic Changes Made (2006-2008)

BEIT Major Requirement Change – Based upon feedback from our Business Education Advisory Council, we allow business education majors to have the choice of either taking a third accounting course or a computer programming course. This is prompted by the demand for more advanced information technology topics in many high schools’ business curriculum.
# Faculty Section

Include a list of content faculty and the program chair responsible for the delivery of the program. This includes all arts & sciences faculty providing the content and/or content specific methods courses and the education faculty providing the methods course(s). Adjuncts teaching content courses should be included in the chart, if they are the sole providers of content or content-specific methods courses. Each faculty person is to be identified by highest degree attained, area of specialization, courses taught in the program, and additional responsibilities related to the program.

<table>
<thead>
<tr>
<th>Faculty Name</th>
<th>Highest Degree Attained</th>
<th>Area(s) of Specialization</th>
<th>Courses Taught in Program</th>
<th>Additional Responsibility in Program</th>
<th>Years of P-12 Experience</th>
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<tbody>
<tr>
<td>Mary Ellen Adams</td>
<td>Ph.D.</td>
<td>Business Education</td>
<td>BEIT 492, 592</td>
<td>Business Education Student Advisor; Information Technology Committee</td>
<td>2</td>
</tr>
<tr>
<td>Chia -An Chao</td>
<td>Ph.D.</td>
<td>Information and Instructional Technology</td>
<td>BEIT 307, 336, 337</td>
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<td>0</td>
</tr>
<tr>
<td>William Wilhelm</td>
<td>Ed.D.</td>
<td>Business Education</td>
<td>BEIT 320, 336, 492, 592</td>
<td>Program Coordinator; Pi Omega Pi Faculty Sponsor; Business Education Student Advisor</td>
<td>8</td>
</tr>
<tr>
<td>Kelly Wilkinson</td>
<td>Ph.D.</td>
<td>Career &amp; Technical Ed. and Educational Technology</td>
<td>BEIT 317, 336</td>
<td>Business Education Student Advisor; Vocational Certification Instructor &amp; Coordinator</td>
<td>0</td>
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<tr>
<td>Other content provided by</td>
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<td>changing cadre of business</td>
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<td>and economics professors</td>
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Business Education Program Report – May 2008
BEIT Faculty Meeting
February 8, 2008, 12:00 PM

Topic: Assurance of Learning

Attendance: Bill Wilhelm, Kelly Wilkinson, Chia-An Chao, Herschel Chait

Assessments appropriate to the College of Business Assurance of Learning will be done for all students at the college level. Also, NCA assessments will be done at the major level. BEIT faculty will need to assess the following majors: IDEC and BE.

Discuss timeline requirements for assessing IDEC and BE majors. The BEIT faculty agreed to incorporate the seven outcomes of Assurance of Learning, as part of the goals for the majors along with specific outcomes for program majors. This will be accomplished not later than the end of the spring semester. BEIT responsible for developing criteria/course grid that specifies targeted outcomes for the majors, and which courses within the major address those outcomes. This will be done by the end of spring semester.

Discussion of specific majors followed.

Business Education: outcomes for business education major have already been identified through the NCATE accreditation report. Assessment of outcomes will use two criteria: Praxis II exam to assess content knowledge, and student teaching evaluations to measure performance. Need to develop cross reference of goals and courses to identify where each criterion is addressed (grid).

IDEC: outcomes will be based on skills identified at the last IDEC Advisory Council meeting. Outcome assessments will be based on comprehensive projects in BEIT 337, BEIT 320 and BEIT 317. Discussion of who will prepare/course grid to present how major courses address outcomes; also due at the end of spring semester.

Deliverables for Herschel: minutes of this meeting, criteria/course grids. BEIT faculty will work as a team to construct assessment grids for both majors, and to compile assessment data.

Meeting adjourned aprox. 1:00 PM.