

General Education SLOA Summary BUS 113

General Education Category: English

Semester: Fall and Spring 2016

Data Summary: (link to excel spread sheet or cut and paste a chart of summary data)

	Chptr 1	Chptr 2	Cptr 3	Chptr 4	Chptr 5	Chptr 6
Discussion Question	What is communication and what are the two types of communication	Please explain the communication process beginning with the sender having an idea.	What are the three steps in the writing process?	Chapter 4 discusses the importance of writing a business message that focuses on the audience. Why is it important to build credibility with your audience?	What is parallel construction, and why is it important?	Why are subject lines in e-mail messages important?
SUMMER 2013	100%	100%	100%	100%	100%	100%
FALL 2013	100%	100%	100%	100%	100%	100%
SPRING 2014 A	100%	100%	100%	100%	100%	100%
SPRING 2014 B	100%	100%	100%	100%	100%	100%
SUMMER 2014	95%	100%	98%	100%	85%	95%
FALL 2014	100%	100%	95%	100%	80%	100%
SPRING 2015	100%	100%	98%	100%	75%	100%
SUMMER 2015 A	100%	100%	92%	92%	92%	100%
SUMMER 2015 B	90%	90%	80%	90%	90%	90%
FALL 2015	94.00%	96.00%	83.00%	92.00%	88.00%	71.00%
SPRING 2016	92.00%	92.00%	88.00%	79.00%	92.00%	92.00%

	Chptr 7	Chptr 8	Chptr 9	Chptr 10
Discussion Question	What six pieces of information should be included in a letter of recommendation?	What do you view as the most important thing to do when delivering bad news or a negative message?	What is the AIDA model, and what are its limitations?	What is the difference between primary and secondary research and how can each be used effectively?
SUMMER 2013	100%	100%	100%	100%
FALL 2013	100%	100%	100%	100%
SPRING 2014 A	100%	100%	100%	100%
SPRING 2014 B	100%	100%	100%	100%
SUMMER 2014	100%	100%	98%	100%
FALL 2014	95%	100%	100%	100%
SPRING 2015	100%	100%	100%	100%
SUMMER 2015 A	100%	95%	95%	84%
SUMMER 2015 B	90%	90%	100%	100%
FALL 2015	83.00%	79.00%	71.00%	83.00%
SPRING 2016	83.00%	83.00%	92.00%	84.00%

	Chptr 11	Chptr 12	Chptr 13	Chptr 14
Discussion Question	What is the difference between a pie chart, bar chart, and flow chart?	How can someone overcome anxiety?	What are things to look for when revising your resume?	Please provide a few traits interviews do not like to see.
SUMMER 2013	100%	100%	100%	100%
FALL 2013	100%	100%	100%	100%
SPRING 2014 A	100%	100%	100%	100%
SPRING 2014 B	100%	100%	100%	100%
SUMMER 2014	100%	100%	100%	100%
FALL 2014	85%	100%	90%	95%
SPRING 2015	100%	100%	90%	100%
SUMMER 2015 A	84%	80%	75%	100%
SUMMER 2015 B	100%	90%	80%	80%
FALL 2015	80.00%	85.00%	90.00%	93.00%
SPRING 2016	95.00%	87.00%	83.00%	88.00%

Discussion of Analysis Results:

(narrative in Word format of who, what, where, when, what was discussed and what was determined)

Quizzes were used to evaluate student knowledge of course material throughout the semester. The results for the past academic year show that students performed very well on most of the questions with a few on which a group of students performed only average. Students in Fall 2015 performed only average on three of the items (70-79% proficiency). Students in the Spring 2016 class performed at the 80% or higher level on all of the items.

Plan of Action: (closing the loop)

The data over several years shows that students do grasp the material presented in the class. None of the items leads to consistently average results so that students understand the material well across all sections. Adjustments in instruction do not seem warranted at this time.