Members present: Tamra Donnelly, Sharon Green, Caron Inouye, Michael Lee, Sally Murphy, Sarah Nielsen, Aline Soules, John Whitman
Members absent: Chris Chamberlain, Denise Fleming, Julia Olkin

As immediate past CAPR chair, Lee acted as chair pro tem.

1. **Introductions**

   Members introduced themselves. Donnelly requested clarification of status. Green stated that Donnelly was a regular member representing APGS.

2. **Approval of Agenda**

   Agenda was approved unanimously.

3. **Approval of Minutes**

   First meeting, no previous minutes to approve.

4. **Election Chair and Secretary**

   Donnelly self-nominated for Secretary, was elected by acclamation.

   Soules nominated Green for chair. Green accepted the nomination and requested that committee members keep in mind that we are all here to help. Green was elected by acclamation.

   Terms of office are through the 2013 academic year.

   Chair pro tem Lee handed the meeting back to Chair Green.

5. **New Business**

   a. **Subcommittee Membership:** It has been difficult filling the committee. Still need one more representative from CBE – the Dean and Associate Dean have been asked for a referral. The GE position was filled by Murphy. The student position is open, committee members were asked to make suggestions of students in leadership positions who might be interested.

   Members agree that cross-divisional representation would be valuable. Suggestions for areas to reach out to include IT and Student Life. The non-academic units might be the most difficult to engage, but their participation would be very beneficial to ensure that the committee represents the entire university. ASI President Chang could be contacted for student representatives, perhaps one lower division, one upper division, and one graduate level student. Randy Saffold in ASI can provide continuity and should be kept apprised of any student representation.
Julie Marty-Pearson will be invited to attend subcommittee meetings as her schedule permits.

Chair Green was authorized by the membership to approach potential members, with the understanding that any nominations will be approved by CAPR and ExCom.

b. Winter Meeting Schedule

During Winter Quarter the subcommittee will meet on the second and fourth Thursdays of the month, 2:00-3:30, in SA 4350, with the exception that the meeting of January 24 will be rescheduled to January 31, 2013.

c. Priorities

i. Program Prioritization: Lee, a member of the Instructional Program Task Group (IPTG), reported that the IPTG expects to receive over one hundred (100) reports from instructional programs. Members suggested that criteria for review include a requirement that each program demonstrate alignment with the ILOs and/or strategic commitments, including a discussion on how well they are aligned, how improvements could be made to improve alignment, and what additional resources would be needed to do that.

The subcommittee will review the WASC Rubric for Assessing the Integration of Student Learning Assessment into Program Review with the intention of modifying it for use in assessing program reports. Modifications should avoid leading a program, by using descriptors rather than behaviors in the rubric.

Inouye mentioned the overlapping goals of the Educational Effectiveness Council and the Planning for Distinction process, in particular the request to align program learning outcomes with the ILOs. This subcommittee is the appropriate body to disseminate the need to coordinate the efforts of both groups.

Green will send out the WASC rubric, the complete ILO document with examples, and an article on alignment of student learning outcomes. At the next meeting the committee will sketch out a rubric and supporting documents to support the campus efforts.

6. Adjourn

Meeting was adjourned at 2:42 p.m.

Respectfully submitted,

Tamra Donnelly, Secretary