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

Guests: Julie Marty-Pearson

1. Introductions

Members introduced themselves.

2. Approval of Agenda

Agenda was approved unanimously.

3. Approval of Minutes

M/S/P (Whitman, Soules) to approve the minutes of January 18, 2012 8/0/2

4. Committee Membership and Election of Chair

Sharon Green submitted her resignation from the committee via email, effective January 30. This creates a second vacancy from CBE. Since Chamberlain is an ex officio member, CEAS should also be asked to nominate another member. Murphy suggested Peg Winkleman, who would also add the perspective of a graduate program.

After discussion of the duties of the chair and consensus that electing a chair for winter quarter, then another in spring quarter, M/S/P Michael Lee was nominated for chair (Fleming, Soules). His term of office will run through winter quarter 2013.

5. New Business

None.

6. Continuing Business

Develop ILO alignment documents: Murphy discussed the GE Program assessment plans, distributed a matrix showing the alignment of GE outcomes with ILOs. She mentioned that the Provost will make funds available for summer stipends to conduct assessment. Donnelly showed the ILO spreadsheets that had been developed during summer 2013 showing alignment of program learning outcomes with the ILOs. Since programs have been asked to submit updated catalog copy with reformatted program learning outcomes the committee will postpone alignment review until the newly reviewed and formatted goals are received. Donnelly will distribute the spreadsheet for review.

Inouye reminded the committee that EEC was also asking for information. It would be very beneficial to look at the avenues of communication and make sure that duplicate requests from various committees are not perceived as different or separate and therefor creating extra work. EEC could be asked to send results it receives back to this committee for summarizing and distributing.
Co-curricular programs will be asked to develop program/student learning outcomes. Whitman is on the co-curricular committee, which has a meeting scheduled for February 4. He will report back to the committee.

The committee discussed separating assessment from accreditation. There is a need for a global statement from the university (Senate, President, Provost) about the importance of assessment to the success of our students in order to frame the development of a culture of assessment. Chamberlain will discuss at the next CAPR meeting and make a recommendation to ExCom.

A glossary of terms was suggested. The Senate has a glossary site with terms and abbreviations. It is not assessment-based, but does have some entries that overlap with this committee’s purview. This committee will define any terms that it uses in any documents, so that there is consistency in communication. The committee will review its charge and develop a statement of purpose.

The relationship between the shared strategic commitments and the ILOs was brought up. This is an area that could be investigated to find overlap and alignment.

7. **Meeting adjourned** at 3:23 p.m.

Respectfully submitted,

Tamra Donnelly, Secretary