Members present: Chris Chamberlain, Tamra Donnelly, Margaret Harris, Michael Lee, Julie Marty-Pearson (by phone), Sarah Nielsen, Julia Olkin, Aline Soules, John Whitman

Members absent: Vish Hegde, Caron Inouye, Denise Fleming

Chair Lee called the meeting to order at 2:07 pm. Olkin announced that it is \( \pi \) day (3.14). Whitman plans to celebrate in three years (3.1416). Members were asked to take note, and this is included in the minutes as a reminder.

1. Approval of Agenda M/S (Whitman/Olkin) to approve. Chamberlain requested Item 5 Report of the CAPR Chair be added. Agenda approved as amended.

2. Approval of Minutes M/S/P (Soules/Olkin) 2 abstentions

3. Committee Membership Lee reported that Harris (CEAS), Marty-Pearson (CBE) and Hegde (CBE) were approved by ExCom.

4. Co-curricular Committee Whitman reported on the activities of the Co-curricular Committee. Below is a list of units that have been asked to identify at least one ILO and bring it back to the committee to discuss methods of assessment:

- Judicial Affairs
- Student Government (ASI)
- Student Life and Leadership (includes Greek organizations, Clubs)
- Housing and Residential Life
- Intercollegiate Athletics
- Student Health and Counseling Services
- AACE
- EXCEL
- SCAA
- EOP
- Freshman Year Experience
- Honors Program
- Service Learning
- Accessibility Services
- Student Employment

Members discussed where the Library resides in the Planning for Distinction process. It falls under both academic and support categories, but it was successfully argued by the academic task force that it should be included therein. Nielsen asked if support units provide annual reports, and if so where they could be accessed. Soules recommended using the Institutional Repository. An alternative would be to post them on the campus website or a shared Google site. Murphy mentioned that the previous Vice President for Student Affairs Redmond gathered assessment data but she was unsure if that information was available.

Student perspective on the ILOs would be valuable. Chamberlain mentioned that the PEIL group he is participating in is working with students.
5. **Report of the CAPR Chair** Chamberlain reported that he and Senate Chair Watnik are planning to meet with the Provost on March 15 to discuss a message of support from administration regarding assessment on campus. It was suggested that next academic year be declared “the Year of Assessment” at CSUEB. Murphy mentioned that there is a symposium scheduled for April 26, 2013 on assessment of critical and creative thinking, and that the hope is that each year another core competency will be the topic of study.

Murphy will resend the message from the subcommittee to the department chair list. Members have asked their department chairs if they saw it and the response has been universally negative.

6. **Assessment Infrastructure**

Lee posed the question what is the role of the ILO Subcommittee? Members agreed it is to provide support and guidance through expertise that develops as the committee investigates assessment practices. Murphy mentioned that there will be funding available for faculty stipends over the summer to work on assessment and some ILO members might want to participate in that. Creation of a FAQ sheet would be very helpful to faculty. Members agreed that each would come to the next meeting with examples of what is already available. Harris and Fleming as CEAS faculty will be able to address the assessment platform used for Teacher Education. Many programs have practices in place that are excellent examples of emerging assessment practice and are a resource for other faculty. Members will review what is happening in their own colleges.

A Back to the Bay session could be planned over the summer. Ideas included a short presentation on each ILO, with examples from extant campus practices (Physics, Psychology and Statistics were mentioned). There are many pieces of assessment on campus that with appropriate leadership and guidance can be developed into a more structured plan.

Also mentioned was faculty development offerings, creating five to 10 minute long videos for previewing, then scheduling webinars for discussion; flip the classroom for faculty too. Suggested division of the ILOs among members:

- Critical/Creative Thinking and Information Literacy: Soules
- Oral and Written Communication: Murphy and Neilson
- Diversity & Multiculturalism: pending
- Teamwork: Chamberlain through PEIL work
- Sustainability: Lee
- Discipline Specific: all

Action items:

- contact Salvador for Blackboard training session
- initiate contact to participate in Back to the Bay
- make inquiries about historical data from VPSA division
- make inquiries about availability of annual reports from support areas

**Meeting adjourned** at 3:30 p.m.

Respectfully submitted,

Tamra Donnelly, Secretary
After the meeting adjourned, members discussed the next meeting date. It was pointed out that many members would be attending the WASC ARC off campus on April 11, so the next regular meeting will be in six weeks, April 25, 2013.