Members present: Tamra Donnelly, Denise Fleming (Skype), Margaret Harris, Vish Hegde, Michael Lee, Sarah Nielsen, Julia Olkin, Aline Soules, John Whitman

Guests: Amber Machamer

1. Approval of Agenda M/S/P (Whitman/Olkin) with amendments.

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

3. Election of Chair for spring quarter (note: this item was inadvertently postponed to the end of the meeting) Murphy nominated Nielsen to be chair. After some discussion it was M/S/P (Lee/Murphy) that Lee and Nielsen would be co-chairs until the end of this academic year.

4. Senior Survey on ILOs AVP Machamer informed the committee that the senior survey that was used in the past is no longer available. She would like to administer a survey that would help gather information on ILO achievement, but has been unable to find an acceptable survey so far. Members discussed the privacy aspect of gathering information without providing true anonymity. Some members expressed the view that the survey samples were much too long, and they would be inclined to stop participating after just a few responses. Machamer reports that survey response rates have been more than acceptable, even though they are sometimes lengthy. Suggestion was made to administer a senior survey as part of a capstone course, perhaps in those that already exist. This could be problematic since instructors cannot be forced to allow credit and it would be taking time out of available instructional time.

The culture of assessment on campus, and the results of the meeting with Chair Watnik, CAPR Chair Chamberlain, and the Provost was brought up. Hopefully a report will be made at the next meeting.

M/S/P (Murphy/Whitman) that the ILO Subcommittee supports a voluntary, non-compulsive senior survey to assess the achievement of ILOs.

5. Assessment Infrastructure

   a. Best of CEAS Fleming discussed spending two years as the coordinator of assessment and accreditation for CEAS. It was a very challenging assignment, which included the NCATE accreditation process, which included a request for information on the individual unit perspectives. CEAS has used Task Stream to collect information, but Fleming does not think it is particularly satisfactory, it takes too many clicks.

   Discussion ensued about how to help programs find the appropriate vehicle for assessment. Currently there appears to be little or no coherence or alignment within programs. There is a need to develop alignments between year 1 to year 2 to year 3, etc., and continuing on as far as a doctoral program. CEAS currently administers a 3 year out survey and they are looking at a 5 year out survey.

   b. What is already available in your college?
There are a variety of assessment methods taking place across Academic Affairs. There was agreement that the Provost’s funding of assessment has paid off, and there is a need to fertilize successful programs. The ILO subcommittee can serve as a way to gather best practices and make the information available to others.

c. **Back to the Bay**

   Linda Dobb was contacted and a call for proposals for Back to the Bay should be published in the near future.

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

Respectfully submitted,

Tamra Donnelly, Secretary