Members present: Tamra Donnelly, Sally Murphy, Sarah Nielsen, Balaraman Rajan, Aline Soules, Julie Stein, Helen Zong
Guests: Donna Wiley

1. Introductions/Announcements: Nielsen announced that Julie Stein was approved as a member, but it still needs to be determined if she is a voting member.

2. Approval of agenda: M/S/P (Murphy/ Soules) to approve the revised agenda.

3. Approval of Minutes: M/S/P (Murphy/Soules) to approve the minutes as submitted.

4. Nielsen presented the rubric for written communication that was developed by a faculty learning community. Stein discussed the review and updating that it is currently undergoing by faculty in the written communication project. Nielsen explained that since the ILO Subcommittee will be reviewing junior and senior level work the hope is that students will score a 3 or 4 on the rubric.

Members reviewed a number of student submissions and applied the rubric. Members expressed interest in which classes students had already taken in order to understand their skill expectations. That is outside the scope of an assessment collection, but could be used to determine closing the loop activities. Stein mentioned that this is a pilot project and feedback is most welcome.

5. Wiley would like to be sure the committee reviews the ILO implementation plan at the next meeting.

6. Adjourn 11:40 AM.

Respectfully submitted,

Tamra Donnelly