Members present: Tamra Donnelly, Margaret Harris, Sarah Nielsen, Balaraman Rajan, Aline Soules, Julie Stein, Donna Wiley, Helen Zong

Guests: Bernie Salvador

1. Introductions/Announcements: None

2. Approval of agenda: Nielsen asked that the agenda be revised to move #5 to #3, since Bernie Salvador was available. M/S/P to approve the revised agenda.

3. Nielsen reviewed the charge of the committee to review the written communication assignments. The purpose of the evaluation is to determine the quality of student writing at the upper division/graduation level, and to also assess the rubric and the Blackboard Outcomes assessment process. Bernie Salvador deployed the collection and sent an email to all committee members present. Stein and Salvador were available to assist members with technical issues during the first hour of the meeting.

Members are expected to complete their assessments by February 3, 2015.

4. Approval of Minutes: M/S/P (Wiley/Rajan) to approve the minutes as submitted.

5. The long-term ILO assessment plan was discussed and modified. M/S/P (Wiley/Harris) to forward the amended plan to CAPR. Wiley will format the document appropriately for submission as a subcommittee proposal.

6. Adjourn 11:45 AM.

Respectfully submitted,

Tamra Donnelly