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

Guests: Bernie Salvador

1. Introductions/Announcements: None

2. Approval of agenda: M/S/P (Murphy/Donnelly) to approve the agenda with the correct month.

3. Approval of minutes: M/S/P (Harris/Rajan) to approve minutes from 1/26/2015.

4. Wiley reported that the ILO assessment plan and calendar passed CAPR unanimously. Nielsen will represent the ILO subcommittee when the plan is on the ExCom agenda.

5. Planning for next quarter:
   a. Membership: add Brian Perry, College of Science; meetings will be scheduled for the 2nd and 4th Mondays, 10:00-11:50
   b. Members should keep notes on ways to improve the assessment process; remember that assessment doesn’t require deep reading, 7 – 10 minutes per paper is a target.
   c. Focus groups would be an appropriate method to assess the Diversity ILO; because this outcome is addressed by co-curricular activities, VPSA Wong should be consulted regarding planning the assessment.
   d. The WASC accreditation visit is scheduled for April 8-10 and members of the team will be meeting with the ILO Subcommittee members.
   e. Members discussed developing a poster for the reception on April 8. Lower Division assessment reports from Information Literacy could be included. The Spring Symposia could be included.

6. Members reviewed the Critical Thinking rubric, had a norming discussion, and used the remaining meeting time to assess student assignments.

7. Adjourn 11:35 AM.

Respectfully submitted,

Tamra Donnelly