Present: Kenneth Curr, Sarah Nielsen, Aline Soules, Julie Stein, Balaraman Rajan, Nancy White, Sandy Luong (Phone)

Absent: Helen Ly, Brian Perry

1. Welcome and introductions

2. Approval of the agenda: M/S/P (Soules/Stein). All in favor, approved.

3. Approval of minutes from 27 November 2015: Stein motion to approve. Luong seconds. Stein also mentions mapping ILO with GE. All in favor of approval. Rajan abstained.

4. Standard setting for written communication ILO: Nielsen briefs about the written communication rubric. The assignment instructions do not have one for English 3003. This course is required to be taken by students who are struggling in their English and is part of the university writing skills requirements. Members were asked to take this into consideration while evaluating assignments pertaining to this course. Members were also asked to look for a delayed thesis (usually around the midpoint) in some of the student assignments, in case the thesis is not explicitly mentioned in the beginning. It was suggested that members round their rating to the next highest integer (erring on the higher side). Soules, however, disagreed suggesting not to create any bias. All members are expected to evaluate at least 7-8 of the assignments that are allotted to them and get back before the next meeting on February 15, 2016. To check and grade the assignments please click on the link sent by Bernie Salvador (e-mail titled “Evaluation Session Started” from do-not-reply@blackboard.com). Members can also find the link using the drop down menu at the top in Blackboard and looking under “Updates”. Stein offered her help to any of the members who are facing difficulties, if any.

Adjourned 3:45 PM

Respectfully submitted,
Balaraman Rajan