California State University, East Bay  
Committee on Academic Planning and Review  
Minutes of Subcommittee on Institutional Learning Outcomes  
February 15, 2016, SA 1400, 2:00PM – 3:50PM  

Present: Helen Ly, Sarah Nielsen, Brian Perry, Balaraman Rajan, Aline Soules, Julie Stein, Nancy White  

Absent: Kenneth Curr, Sandy Luong  

1. Welcome and introductions  

2. Approval of the agenda. M/S/P to approve (Perry/Soules).  

3. Approval of minutes from 01 February 2016. Change to minutes in adding White as present at the meeting. M/S/P to approve (Rajan/Stein). Ly abstained.  

4. Discussion: written communication ILO assessment so far:  

   General impressions, concerns, and questions. Soules noted that the instructions seemed to have better quality, but student writing still held a variety of “good” and “bad” paper, indicating need for Second Comp. Nielsen reviewed Second Comp conversations from GE Subcommittee.  

   Quality of student writing. White noted quality of writing ranged in upper half of rubric, but not criteria from rubric may not have been required from the prompt. Rajan asked for clarification on assignment prompt vs. Written Communication Rubric, such as supporting ideas. Nielsen clarified that students’ papers should be taken within the context of the assignment prompt when using the Rubric.  

   Quality of assignments. Stein noted the instructors were given a shorter training session in assignment design for this pilot assessment. White noted that student writing tends to reflect clarity of assignments in her experience.  

   Using Blackboard: General consensus that evaluating through Blackboard worked well. Stein noted some technical errors were fixed, making the process smoother.  

   Support for faculty. Well-structured prompts = better outcomes. Suggestions for faculty support on designing assignments: such as scaffolding assignments to build up to bigger writing assignments. Stein reported the Q2S Faculty Development Subcommittee mentioned possibly creating an ILO idea book, specifically for pedagogy.
5. **Discussion: spring scheduling and scoring**
All papers should be evaluated by Friday, February 26. Next ILO meeting on March 7 in SA 1400. Results will be reviewed and recommendations will be made for other constituencies on campus.

Spring scheduling – Diversity ILO will be evaluated in Spring. ILO Subcommittee will meet 1st and 3rd Mondays, 2-4pm, beginning April 4. Nielsen and Stein may set up invitation for Diversity expert on campus to standard set with committee.

6. **Live scoring**
Began 2:45pm. Soules noted that students’ names remain on the documents.

Adjourned at 3:50pm

Respectfully Submitted,

Helen Ly