California State University, East Bay
Committee on Academic Planning and Review
Minutes of Subcommittee on Institutional Learning Outcomes
April 18, 2016, SA 1400, 2:00pm - 3:50pm

Members present: Sandy Luong, Helen Ly, Sarah Nielsen, Balaraman Rajan, Julie Stein, Nancy White

Guest: Jodi Servatius

Members absent: Kenneth Curr, Brian Perry, Aline Soules

1. Approval of the agenda. M/S/P to approve agenda (Ly/Rajan). All approved.

2. Approval of minutes from 04 April 2016. M/S/P to approve agenda (Rajan/Luong). All approved.

3. Discussion of diversity ILO scoring, rubric, assignments.
The committee noted some concerns over applying the rubric accurately:
   ● The recurring issue of using appropriate assignments for the appropriate ILO rubric were discussed. Some criteria were often found “not applicable” to certain assignments, especially “Communication with Diverse Individuals and Groups.”
   ● “Respect for and Interest in Diverse Perspectives” could possibly be split into two between “understanding” and “engaging” in difference perspectives.
   ● While the criteria for the rubric itself seemed appropriate, the language of the descriptions for each rating often raises questions of whether rubric can measure the criteria, and whether raters can observe the criteria in the artifact being assessed.
   ● Out of pilot phase, other types of products could be submitted for ILO assessment. Papers are currently used to pilot rubrics.
   ● Some technical difficulties with attachments. Students submitted information in the wrong field. If the student paper cannot be accessed, committee members should email Stein with Student Number, title of assignment, and issue.

Committee informally agreed to continue process of rating “1” as a “not applicable” indicator for the remaining papers. All approved for the following reasons:
   ● Consistency in data collection and analysis
   ● Compile feedback and recommendations for Diversity rubric revisions for faculty group meeting on May 20 led by Sarah Taylor.

Servatius offered to analyze the verbs of rating descriptors for committee to consider for revision recommendations.

Stein will send Calendar invite for next meeting.
Committee members to finish ratings by May 1, or by week of April 25 if possible. 
NEXT MEETING: 02 May 2016 2-3:50pm in SA 1400

4. Live scoring
Some committee members stayed after meeting adjourned to finish scoring papers.

Meeting adjourned at 3:30pm.

Respectfully submitted,

Helen Ly