ILO Subcommittee Agenda
21 November 2016, 2-3:50pm, SA 1400

Present: Martin Castillo, Helen Christian, Sandy Luong, Jason Smith, Aline Soules, Julie Stein, Nancy White

Unable to attend: Balaraman Rajan, Sarah Nielsen

Guests: Caron Inouye, Jodi Servatius

1. Welcome and Introductions
   NOTE: Aline Soules acted as Chair, pro tem

2. Approval of the agenda

   Agenda approved (Smith/White)

3. Approval of minutes from 7 November 2016

   Minutes approved with one (1) abstention (White/Castillo)

4. Addition of description for written communication ILO rubric

   Extensive discussion resulted in a motion (Smith/White) that the following “description” to be added to the header of the Written Communication rubric:

   Description: Written communication is the expression of ideas in writing. These abilities develop through iterative experiences across the curriculum. Written communication can involve many genres and styles; multiple modes of writing; and integration of relevant text, data, and images.

   Motion passed.

5. Discussion of recommendations for CAPR on academic program review procedures

   Smith provided an overview of CAPR’s work on reviewing the procedures for academic program review. After discussion, it was moved (Smith/White) that a formal request be sent by email asking the ILOs be embedded in assessment requirements, along with the inclusion of artifacts that can be evaluated and
acted upon. Motion passed. Soules, pro tem, will draft an email and consult Niesen prior to forwarding to CAPR.

6. Discussion of ILO Subcommittee charter

In discussion, it was moved (White/Smith) and passed that the current ILO Subcommittee “responsibilities” be expanded to reflect the actual work of the committee as it has evolved over recent years. The following wording was passed and will be sent forward to CAPR:

Responsibilities: The ILO subcommittee will coordinate the development and implementation of an assessment plan for the university’s institutional learning outcomes; coordinate ILO assessment with other campus assessment activities; and advise CAPR regarding ILO assessment. The ILO subcommittee will review and refine draft rubrics, conduct ILO assessment of student work in the pilot phase, and recommend ILO assessment processes as rubrics are approved through the Senate, and implemented university-wide.

During discussion, it emerged that the ILO Subcommittee needs to consider and recommend to CAPR an assessment process for actual implementation of rubrics, once approved by Senate.

7. Adjournment

Moved Smith/White. Meeting adjourned at 3:50 p.m.

NEXT MEETING: 5 December 2016 2-3:50pm in SA 1400

Documents related to the above discussion:

Link to CAPR’s Academic Program Review Procedures

ILO Subcommittee Charge from CAPR P&P’s

“Responsibilities: The ILO subcommittee will coordinate the development and implementation of an assessment plan for the university’s institutional learning outcomes, coordinate ILO assessment with other campus assessment activities, and advise CAPR regarding ILO assessment.”