California State University, East Bay
Committee on Academic Planning and Review
Minutes of Subcommittee on Institutional Learning Outcomes
December 5, 2016, SA 1400, 2:00pm - 3:50pm

Present: Helen Christian, Sandy Luong, Sarah Nielsen, Balaraman Rajan, Aline Soules, Julie Stein, Nancy White

Guests: Jodi Servatius

Absent: Martin Castillo, Patrick Huang, Jason Smith

1. **Approval of the agenda.** M/S/P to approve agenda (Soules/White). Discussion of Winter scheduled moved up in agenda. All approved.

2. **Approval of minutes from 21 November 2016.** (White/Rajan). All approved. 2 abstentions.

3. **Review proposed meeting schedule and tasks for winter 2017** (see below)

**TENTATIVE WINTER MEETING SCHEDULE** (prepared by Julie Stein)
Winter 17 meetings run 2-3:50pm, suggested dates below

1/9 (SA1400 available) (1/2 is a holiday) **Review QR Rubric** (guests: co-leads QR rubric development project, Julia Olkin and Julie McNamara)

1/23 (SA1400 not available) (1/16 is a holiday) Diversity **standard setting** and begin assessment of diversity collection

[Note from Sarah: If 1/9 and 1/23 conflict with other committee meetings, we could potentially do a meeting on 1/30 because it is the 5th Monday of the month]

2/6 (SA1400 not available) **Assess diversity collection**

2/20 (SA1400 available) **Review Information Literacy Rubric** (guest: Stephanie Alexander -lead from Information Literacy Rubric project)

3/6 (SA1400 available) **Review diversity results** and make recommendations for rubric

**Work for winter quarter**

- Review **Quantitative Reasoning** rubric before distribute call for faculty in winter for spring quarter alignment
- Review **Information Literacy** Rubric before distribute call for faculty in winter for spring quarter alignment
4. Discussion of diversity ILO assessment.
   a. Summary of diversity rubric development. Revisions to the diversity rubric were reviewed (June vs. September versions) with emphasis on “Reflection on Interaction with Diverse People and an Perspectives” as most discussed and revised between each version.

   b. Review of documents (rubrics, call for faculty participation, sample assignments). Discussion around alignment of assignments with rubric, with the call for participation requiring faculty to incorporate an interview into the assignment, thus aligning more appropriately with the “Interaction” criteria in rubric.

   c. Discussion of student samples. Student samples were discussed. The committee will discuss each assignment before assessing student samples next quarter.

   d. Review of co-curricular efforts on diversity ILO. Nielsen and Christian will be conducting focus groups for co-curricular programs.