ILO Committee
Meeting Minutes

November 06, 2017

Members Attending:
Patrick Huang, Caron Inouye, Sandy Luong, Jen Nguyen, Sharon Radcliff (LIB), Balaraman Rajan, Julie Stein, Nancy White (CEAS), Jodi Servatius, Martin Castillo

Guest Presenter: Kevin Kaatz

1. Determined Secretary – Sandy Luong
2. Editing and approving minutes from 10/16/17
3. Motion to adopt minutes
   o Motion approved
4. Presentation by Kevin Kaatz (presentation slides attached)
5. Discussion on oral communication rubric development process (rubric with revision attached)
   o Faculty who will pilot the rubric assessment
   o Senate review process
   o Including descriptions of each trait in column one.
   o Clarification on use of certain terminology
     i. i.e. Use of Presentation Aids and use of the terms “as applicable”
   o Potential ADA concerns
   o What are the visual components to oral communication? Can you separate the audio from the visual?
   o Use of consistent word through all of the columns vs. continuity between (4-3-2-1) rows
   o Edits made as a group to specific descriptions within the rubric
6. Motion to approve modified rubric
   o Motion approved
7. Winter quarter rooms confirmed.
   o Scheduling of Information Literacy Assessment TBD
   o Potential meeting conflicts for January dates
8. Need to prioritize ILO Long Term Assessment Plan
9. Meeting adjourned.