California State University East Bay  
Committee on Academic Planning and Review  
Minutes of Subcommittee on Institutional Learning Outcomes  
January 22, 2018, 2:00 – 3:50 pm, AE 393

Present: Martin Castillo, Patrick Huang, Sandy Luong, Jen Nguyen, Sarah Nielsen, Sharon Radcliff, Balaraman Rajan, Jody Servetius, Julie Stein, Nancy White

Absent: Caron Inouye, Jason Smith

1. Welcome and Announcements

2. Approval of Agenda - (M/S) White/Luong.

3. Volunteer Secretary - Castillo volunteered.

4. Minutes from January 8, 2018
   - Approval of amended 1/8/2018 minutes: (M/S) Nielsen/White (Jen and Nancy abstain).

5. Updates
   - CAPR meeting tomorrow in University Union. All are welcome.

6. Information Literacy ILO assessment
   a. Discuss assessment experience so far
      --when instructions are not included, and it isn’t your specific discipline, it is difficult to assess a score
      --business memo did not have in-text citation. Disciplinary guidelines?
      --can we provide clear feedback to instructors for implementation phase (ensure students understand the 3 questions MUST be included in the assignment)
      --need to clarify citing expectation (APA, business, etc.)
      --possibly require faculty who opt to align to rubric with sample assignment to utilize Faculty Development for overall alignment
   b. Complete assessment of remaining artifacts—committee continued work on assessing their assigned papers

Next meeting: Monday, February 5, 2 to 3:50 PM

Respectfully submitted,

Martin Castillo