Present: Patrick Huang, Caron Inouye, Jen Nguyen, Sarah Nielsen, Sharon Radcliff, Julie Stein, Nancy White

Absent: Martin Castillo, Sandy Luong, Balaraman Rajan, Jason Smith

1. Minutes from Nov 6, 2017
   - Both edits to the oral communication rubric and Kevin Kaatz’s presentation will be incorporated into the record from the last meeting.
   - Approval of amended 11/6/2017 minutes: (M/S) Inouye/White (Nielsen abstained).

2. Schedule
   - Cancel Dec 4, 2017 and Dec 18, 2017 meetings.
   - Winter 2018 effort will focus on information literacy assessment and social responsibility/sustainability rubric. Quantitative reasoning assessment will be moved to Spring 2018.

3. Discussion of ILO long-term assessment plan
   - Inouye and Nielsen gave some background on effort to use a common language for ILO and GE assessment plan.
   - Edits were proposed to clarify the role of the ILO subcommittee within the broader set of University-wide assessment activities, and to simplify the overall language.
   - The long-term assessment plan will be split into two documents: an introductory memo that explains the motivation for ILO assessment, and the actual policy document. Additional background information on WASC and timeline will be included in the introductory memo.
   - The section on graduate programs will be simplified, as the ILO subcommittee will not assess samples of student work from graduate programs.

Respectfully submitted,

Patrick Huang