



ILO Subcommittee Meeting Agenda

March 20th, 2023, 2:00 pm – 3:50 pm

Join Zoom Meeting

<https://csueb.zoom.us/j/89661670539?pwd=OUl4M1kydkQ3ajUzOTVWR0JHRGNsZz09>

Meeting ID: 896 6167 0539

Passcode: 782074

ILO Subcommittee Members: Balaraman Rajan (CBE), Stephanie Alexander (LIB), Julie Stein (APS), Nancy White (GE, CEAS), Kevin Kaatz (GE), Moayed Daneshyari (CSCI), Shadi Roshandel (CEAS), Michael Schmeltz (CSCI), Jean Lin (CLASS), Amy Below, CLASS

Moayed Daneshyari (Co-chair, fall 2022)

Shadi Roshandel (Co-chair, spring 2023)

1. Volunteer for March 20th minutes –Kevin Kaatz
 2. Approval of agenda for March 20th Bala, Nancy 2nd
 3. Approval of [February 20th minutes](#) Amy, 2nd Stephanie
 4. Informational Update—Discussed the Senate meeting. Julie gave an overview of the process; important as everyone up to the President be there; culminating experience.
 - a. ILO Subcommittee members are invited to attend the Closing the Loop Highlights: Highlights of actions taken as a result of assessment of Diversity and Social Justice student learning and experience.
 - . [Academic Senate](#), Tuesday, March 21st, 2:00 time-certain
 - . Highlights of [Diversity & Social Justice Closing the Loop Report](#)
 - . Maureen Scharberg, Kevin Gin, Danika LeDuc, Keri O'Neal & Nick Baham
 - . Summary [slides](#)
 2. Add your Note of appreciation on this [Kudoboard for Martin Castillo](#) (co-curricular member since 2016). [This](#) is what it will look like when Martin opens. **Shadi** talked about the Kudo board; members were asked to add to this board during the meeting. Discussion on whether to ask Martin to come back to a meeting or send the kudo link—decided to send the link.
 - a. Pilot New ILO-GE Assessment Process (Julie, Bala)—
- Julie** asked the committee to test this system in order to try it out. Overview (Julie, Bala)
- a. [How grading is different from assessment](#) (p. 4)

Talked about ILO assessment and how it is different from course/program assessment. Team looked at p. 4 (see below); **Nancy**—grading assignments is different from ILO, which is based on a focused use of the rubric. **Shadi**—(Teacher Education) SLOs for each course aligns with standards (PLOs), then we use the assessments to make sure they are aligned; discussion on calibration; **Michael**—an assignment may be part of the course and what students learned, but assessment is more specific; rubrics are created for courses; talked about process of assessment; **Julie**—assessment can be different between institutions; talked about how grading is different from assessment; norming/calibrating/interrater reliability; grades for courses—high

stakes, but assessment is lower stakes for instructors/students; only use the material on the scale; **Michael**—terminology of assessment is important as the understanding is open to a larger audience; **Julie**—assignments from different disciplines and therefore importance of norming; faculty make meaning out of the results; showed the Written Communication rubric; talked about how the rubric is used; **Shadi**—this rubric should represent our learners; **Julie**—more discussion on the levels of the rubric and the importance of calibration; looked at Diversity assessment dashboard; talked about the other way we did this manually (Google Forms); talked about how Bala set up this version;

- a. [Link to pilot assessment](#) for committee members

Julie—talked about the forms; went over directions to do the assessment; **Bala** talked about using the file not to do assessment but to test the new system; Committee members tested the process by completing assessments and then providing feedback. We took 5 minutes to go through the Google sheet to do our evaluations.

- a. What data worksheet looks like when assessments are completed

Julie asked for feedback; **Michael** asked about the folder/assignment structure; **Bala** answered about workload for the admin; **Amy**—what happens if someone deletes something? **Bala**—set to View only and not Content Editor; **Shadi**—annoyed by the dropdown box; **Stephanie**—talked about dropdown boxes; talked about name order (first name, last name); **Julie** answered—might be a Canvas issue; will check with Online Campus; **Shadi**—adding comments makes the text go all the way across on the screen; **Moayed**—student course i.d.—can the column get copied into all the assessor forms? **Bala** answered—just one more step for admin and for errors to occur; Canvas gives us the information; **Michael**—has two screens, probably more difficult on a laptop but easy on two screens; **Julie** recapped; **Kevin**—how much time did it take to set up both versions? **Bala**—spreadsheet for admin ease; assessors might like the google forms better; spreadsheet is just one document; **Kevin**—spreadsheet seems easier than google forms; **Bala**—use data validation instead of dropdowns; **Stephanie**—thought the spreadsheet was easy; assessors need to be careful where they click; **Bala** showed the data worksheet and discussed the contents; each assessor will need their own google sheet so other assessors don't see the other scores; **Julie**—discussion on leaving comments in each Google sheet or a separate sheet; **Jean**—thought it wasn't complex and was straightforward; **Moayed**—likes having the comments along with the scores; **Amy**—should have some instructions on what the comments are and what they are for; **Shadi**—for reviewers—make a cheat sheet on the process; doesn't want comments in the assessment spreadsheet but a place for comments on the process elsewhere; **Amy**—likes seeing a assessor comments in Closing the Loop report, so still collecting those comments will be useful;

- a. Example of IER Dashboard: [Diversity assessment results](#)
- 2. Remaining spring 2023 ILO Subcommittee meeting dates: 4/3, 4/17
- 3. Spring 2023 ILO Subcommittee business
 - a. Review Diversity and Social Justice assessment closing the loop reporting (2021-2022)
 - a. Review Teamwork, and Leadership student survey next steps (2022-2023)
 - a. Plan for ILO Written Communication assessment (2023-2024)
 - a. Review option for making ILO/GE rubrics available to faculty to elect to use or not
 - a. Review ILO revised assignment guides
- 2. Adjourned at 3:42.