Call to Order: Michael called the meeting to order at 3:03 PM.

Approval of Minutes from Last Week: The 10/23/2013 minutes were approved after a motion by Phillip and a second by Erica.

Birthday: The committee wished Michael a happy birthday!

Oral Communication: Michael shared that there are now about 1300 volunteered students, and at 60% participation this gives a likely 780 students. Michael also thanked Ray and Samar for their help with the final preparation of the envelopes for faculty.

Information Literacy: The committee discussed potential edits of the previous student learning outcomes used in 2004, using the American Library Association standards as a resource. John, with help from Jeff, will work on a draft of SLO’s to share with the committee at next week’s meeting.

Any Other Business:
- Assessment Times: Jen would like submissions for the next issue of our newsletter soon. Ray and Samar will write a piece on the summer Oral Communication pilot, and Jen will write about the Human Diversity Report.
- Human Diversity: Michael will work on finalizing the report over next few weeks, after which Jen will work with the Dissemination Subcommittee to write recommendations.

Subcommittees: Work began at 3:45 PM and lasted until the end of the meeting.

- Discipline/Unit Assessment:
  - Purpose: Planning and implementation of assessments at the discipline/unit level.
  - Subcommittee Chair: Carrie
  - Attendance Today: Erica, Paul
  - Discussion Today: Paul discussed having run the Art 144 assessment last week. Erica discussed progress on the music rubric based on feedback from and Assessment list-serve and discussions from faculty, and as a result there is a tentative agreement to use one rubric for all levels of applied music, with a sliding scale. Carrie, Erica, and Paul will meet together online later this week for more discussion.
• **Dissemination:**
  • *Purpose:* Dissemination of Diversity Assessment 2012 Report and other committee work.
  • *Subcommittee Chair:* Jen
  • *Attendance Today:* Jen, Loretta, Willard
  • *Discussion Today:* Jen has compiled the initial findings of the demographics portion of the Diversity Report into a brief report, and color copies will be ready soon.

• **Information Literacy:**
  • *Purpose:* Preparation for Information Literacy Assessment 2014.
  • *Subcommittee Chair:* Jeff
  • *Attendance Today:* Jeff, John
  • *Discussion Today:* Members worked on editing the outcomes and hope to have a rough draft to share with the committee by next week.

• **Oral Communication:**
  • *Purpose:* Preparation for Oral Communication 2013 Assessment.
  • *Subcommittee Chair:* Michael
  • *Attendance Today:* Michael, Phillip, Ray
  • *Discussion Today:* Members checked in briefly about the progress of the assessment now that the packets have been handed out.

**Adjournment:** Michael adjourned the meeting at 4:00 PM. These 10/30/2013 minutes were approved at the 11/6/2013 meeting after a motion by Loretta and a second by Paul.