**ILO #1 Action Plan Task Force**

**Meeting Minutes**

**February 5, 2015**

**12:00-1:30, T-750**

Present: David Mitchell, Cheli Fossum, Lisa Cook, Suzan Tiemroth-Zavala, Phillippa Caldeira, Angela Smith, Chelsea Cohen, Karolyn van Putten

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During the meeting, we threw around quite a few good ideas about how to improve Laney students’ writing, but we settled on a couple of actions that we're all very excited about.  These will take some effort and money to implement, but we've got the people, and hopefully, the money to do these.

1) Hold a summer institute for instructors who are interested in learning how to help their students be more successful in the writing assignments they give.  We talked about this summer institute being about 3 hours a day for four days, maybe during a week at the end of May or beginning of June.  Topics would include structuring and explaining writing assignments, conveying our expectations to students, creating appropriate rubrics, using the library and other campus resources effectively.....  Instructors would get a stipend to attend the institute, and yes, we have ways to pay for this!  The trainers for the institute would be pulled from the pool of talented and knowledgeable instructors from various disciplines at Laney.

2) Build a Laney web page to showcase and share the instruction given and materials created during the summer institute for all Laney instructors to use as a resource to help them with their writing instruction/assignments.  The web page could also provide links to writing resources campus-wide, such as the Writing Center, the Tutoring Center, the library, etc.  Kind of a hub for information about writing instruction.

3) Hold a second institute in Fall 2015 for those instructors who couldn't or didn't attend the summer institute.  This institute would be less intensive than the summer one, spread out over the course of the semester. Instructors would be paid to attend this institute as well.

The next steps we need to take to get the ball rolling on these actions:

1) Lisa and David will talk to the Professional Development Committee Chair to get on the PD committee agenda to present the idea for the institutes.

2) Lisa will look at the Equity and SSSP plans to determine exactly where the funds for these ideas could come from.

3) Lisa and David will meet with VPI Celhay to let her know about the plans for these institutes and get her support.

Our next meeting is Thursday, February 19 at noon in T-750.  We're thinking of holding these "ILO #1 Action Plan" meetings on the 1st and 3rd Thursdays of every month this semester to avoid coinciding with Department Chair meetings, which are the 2nd and 4th Thursdays of the month.  We hope most of you are available these days.